Torquay Pickleball Association

CHILD SAFETY POLICY

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CONTENTS

CHILD SAFETY POLICY....3
- **INTRODUCTION....3**
- **POLICY STATEMENT....3**
- **SCOPE....5**
- **RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS....5**
- **POLICY DEFINITIONS....5**
- **RECOGNISING AND REPORTING CHILD ABUSE....7**
- **MANDATORY REPORTERS....7**
- **APPROACH TO REPORTS OF ABUSE....8**
- **ROLES AND RESPONSIBILITIES OF PERSONNEL PROTECTING CHILDREN....8**
- **RECRUITMENT AND SCREENING....9**
- **SUPPORTING PERSONNEL....9**
- **RISK MANAGEMENT APPROACH....9**
- **POLICY BREACHES....10**
- **POLICY PROMOTION....10**
- **RECORD KEEPING....10**
- **REVIEW PROCESS....10**
- **VICTORIAN CHILD SAFE STANDARDS....11**
- **FEEDBACK....15**

CHILD SAFETY POLICY

INTRODUCTION

Torquay Pickleball Association (TPA) is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. TPA supports and respects children, young people, staff, volunteers, and participants.

The aim of TPA's Child Safe Policy is to protect the safety of children in our care and prevent abuse from occurring, and in the event that allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion.

Torquay Pickleball Association (TPA) has adopted the 11 Child Safe Standards (the Standards) as a minimum, to drive a strong child safe environment and culture.

Should a person wish to make any enquiries in relation to this Policy, please contact:

Torquay Pickleball Association Secretary: torquaypickleball@gmail.com

POLICY STATEMENT

1.1. TPA is committed to providing the highest level of safety for all involved with Pickleball. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health, safety and wellbeing of members, particularly children and delivering the TPA's activities while acting in the best interests of children in the sport.

1.2. Specifically, TPA considers that the health, safety and well-being of children take priority over all other competing considerations. TPA considers that this is necessary to ensure the health, safety and welfare of all members and protect the image and reputation of the sport, TPA and its members.

1.3. TPA has a zero-tolerance approach to child abuse and is committed to promoting and protecting children from abuse and neglect to the greatest extent possible. All children have equal rights to protection from child abuse, regardless of their sex, religion, disability or sexual orientation etc.

1.4. Child protection is a shared responsibility between TPA, its employees, workers, contractors, associates, parents/guardians, coaches, spectators, volunteers and members of the TPA community. Everyone that participates in TPA's activities is responsible for the care and protection of children, and reporting information about child abuse.

1.5. TPA supports the active participation of all children. It listens to their views, respects their views and involves them when making decisions, where appropriate, especially

about matters that will directly affect them (including their safety). Some of the ways in which pickleball empowers children are:

- Making them aware of their rights using child friendly documentation.
- Support their participation in decisions that impact them.
- Making them aware that their safety is our highest priority.
- Treating them with respect.
- Allowing them to express their individuality and identity.
- Allowing them to participate in a culturally safe way.

1.6. TPA is also committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

1.7. TPA promotes fairness and consideration for all staff, volunteers and participants.

Photographs/Video Footage of CYP

1.8. As an overarching rule 'No photography, video or recording of any CYP' shall take place where that CYP may be engaged in any activities associated with or being facilitated by TPA. The following exceptions to this general rule can occur within TPA in accordance with the further statements in this section.

These exceptions include:
a) For club promotional or advertising material associated with the DCSPC Junior Program;
b) For event, tournament or competition participation organised by DCSPC

c) Situations where a third party requests to take, use or disclose images of CYP as part of an event, tournament or competition organised by other than TPA;
d) To support CYP behaviour management;
e) For TPA newsletters where those newsletters are not available to the general public;
f) For the TPA Annual Report; or
g) To fulfil legal obligations. This section applies to the general collection, use and disclosure of photographs, video and recordings (images) of CYP, including where those CYP may be playing or participating with adults. It does not cover the use and disclosure of photographs, video and recordings of adults alone. TPA will use CYP images reasonably, appropriately and sensitively, consistent with our obligations under the VicSport Child Safe Standards and other sections of this Code. If at any time a parent/carer or student has a concern about the use of any images they should contact the TPA Responsible Person at torquaypickleball@gmail.com. This Code outlines the practices that TPA has in place for the collection, use and disclosure of images of CYP to ensure compliance with the Privacy and Data Protection Act 2014 (Vic). It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

Consent Photographs or video footage of CYP involved in TPA activities may only be taken if:
a) Prior approval has been granted by the CYP's parent(s)/guardian(s)
b) The context of the photo/footage is directly related to TPA activities
c) CYP are appropriately dressed and posed

d) The image/footage is taken in the presence of others involved at TPA.

Images must not be distributed to anyone outside TPA other than CYPs (or their parents/guardians) without the knowledge and approval of a parent/guardian and the nominated TPA Responsible Person. Images must not be exhibited online or on social media sites without parent/guardian approval with CYP being de-identified at all times.

SCOPE

This Policy applies to everyone involved in or connected to pickleball, including (but not limited to) participants, parents, guardians, carers, spectators, contractors, officials, coaches, judges and staff throughout all TPA events and activities.

This Policy will continue to apply retrospectively to a person or Member following the cessation of their association or employment with TPA.

RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

This Policy must be read in conjunction with:

2. The laws of the Commonwealth and Victoria (as amended from time to time) including but not limited to:

2.1. Children, Youth and Families Act 2005 (Vic)

2.2. Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)

2.3. Crimes Act 1958 (Vic); and
2.4. Working with Children Act 2005 (Vic)

2.4.1. PAA Child Safeguarding Policy

2.4.2. TPA policies and procedures, including but not limited to:

2.4.2.1. Model Rules Torquay Pickleball Association Incorporated amended dated 24 05 2022

POLICY DEFINITIONS

Child means a person involved in the activities of TPA (including athletes) and under the age of 18 years unless otherwise stated under the law applicable to the child (eg, for the purposes of child sexual offences in Victoria, a “child” refers to a person under the age of 16 years).

Child Abuse is the mistreatment of a Child or Young Person that has Harmed, is Harming or is likely to Harm or endanger that Child or Young Person's physical or emotional health, development or wellbeing and the Child has not, or is not likely to be protected by the parent(s) or guardian(s). For the avoidance of doubt, this includes but is not limited to Emotional or Psychological Abuse, Bullying, Grooming, Sexual Exploitation, Neglect and Harassment.

Child protection means any responsibility, measure or activity undertaken to safeguard children from Harm.

Grooming is a term used to describe what happens when a perpetrator of Abuse builds a relationship with a Child with a view to abusing them at some stage. There is no set pattern in relation to the Grooming of Children. For some perpetrators, there will be a lengthy period of time before the Abuse begins. The Child may be given special attention and what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a Child in and Abuse them relatively quickly. Some abusers do not groom Children but Abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, in social media or by other technological channels.

Harm means Harm to a person or a Child is any detrimental effect of a significant nature to the person or Child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:

- Physical, Psychological or Emotional Abuse or Neglect;
- Sexual Abuse or Exploitation;
- A single act, omission or circumstance; and
- A series or combination of acts, omissions or circumstances.

Sexual offence (in Victoria) means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child under the age of 16 years to, or involves a child under the age of 16 years in, sexual activity or matters beyond his or her understanding or contrary to accepted community standards. Sexually offence behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. Sexual offence includes Grooming.

Mandatory reporter means a person who is legally required to make a report to the Department of Health and Human Services or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes (but is not limited to) teachers, principals, registered psychologists, nurses, doctors and midwives.

RECOGNISING AND REPORTING CHILD ABUSE

A person may, in the course of participating in the sport or other activities of TPA or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.

If a person is concerned about an immediate risk to a child's safety, the person must phone Victoria Police on "000" as soon as practicable.

Specific types of **Child abuse** include:

Physical abuse: occurs when a child has suffered, or is likely to suffer, significant Harm as a result of a physical injury, such as a non-accidental physical injury.

Sexual abuse: occurs when a child has suffered, or is likely to suffer, significant Harm because of sexual abuse, such as when a child is exploited, or used by another for his or her sexual gratification or sexual arousal, or for that of others.

Emotional and psychological abuse: occurs when a child has suffered, or is likely to suffer, emotional or psychological Harm of such a kind that the child's emotional or intellectual development is or is likely to be significantly damaged; and

Neglect: occurs when a child's physical development or health has been or is likely to be significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

MANDATORY REPORTERS

Select classes of people in the community (including teachers, nurses and doctors – amongst others) are required by law to report to the Child Protection Unit of the Department of Health and Human Services (DHHS) where they have formed a belief, on reasonable grounds, that a child is in need of protection because they have suffered (or are likely to suffer) significant harm due to physical or sexual abuse.

This report must be made as soon as practical, and after each occasion where he or she becomes aware of a further reasonable ground for the belief.

Voluntary Reporters

In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a child is in need of protection from any form of child abuse, *may* disclose that information to the Police, DHHS or the Commissioner for Children & Young People (**CCYP**).

Reporting Child Sexual Abuse

If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (of or over the age of 18 years), the person has a legal obligation to disclose that information to the Police as soon as it is practical. Individuals who fail to

comply with this obligation under the Crimes Act 1958 (Vic) may be subject to a penalty of imprisonment.

APPROACH TO REPORTS OF ABUSE

TPA supports and encourages a person to make a report to the Police, CCYP or DHHS if they form a belief on reasonable grounds that a child is in need of protection, or they are concerned about the safety, health or wellbeing of a child.

Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or voluntary) will be supported by TPA and will not be penalised by TPA for making the report.

If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child, they may speak to the TPA President for guidance and information. If in doubt, ask for assistance.

If an allegation is made against a member of staff or volunteer, TPA will follow the reporting procedure outlined in Model Rules Torquay Pickleball Association Incorporated amended dated 24 05 2022 and take all steps to ensure that the safety of the child and other children is paramount.

TPA will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential and sensitive manner to the greatest extent possible.

TPA will cooperate with the directions of the Police, CCYP and/or DHHS in relation to any investigation conducted by these authorities.

TPA will keep a register of any allegations regarding inappropriate conduct.

ROLES AND RESPONSIBILITIES OF PERSONNEL PROTECTING CHILDREN

- Personnel involved in protecting children include the TPA President and each member of the TPA committee, including sub-committee members and volunteers. Those people have responsibilities in relation to protection of children and are expected to:
- understand the rights of children, as appropriate to their role.
- respect the cultural and religious practices of families who access TPA's services, programs or events.
- understand and appropriately respond to the needs of children with developmental delays or disabilities.

- appropriately act on any concerns raised by children.
- understand the definitions, indicators and impact of child abuse.
- at all times, know and follow regulations in relation to the care of children and follow the TPA Child Safe Policy.
- co-operate with police and/or other formal investigations to the best of their ability; and
- not harm or exploit children who access (Organisation)'s services.

RECRUITMENT AND SCREENING

TPA undertakes recruitment and screening processes for all staff and volunteers which aims to:

- promote and protect the safety of all children who participate in the activities of TPA.
- identify and recruit the safest and most suitable candidates who share TPA's values and commitment to protect children; and
- prevent a person from working at TPA if they pose an unacceptable risk to children.

As part of the screening and recruitment process, an applicant must provide appropriate evidence (e.g., WWCC or other state equivalent and/or Police check) to show that they are suitable to work with children and young people in a recreational setting.

TPA requires that:

- all TPA committee members have a WWCC unless state law exemption applies, Teachers registered with Victorian Institute of Teaching, (VIT) and Police Officer employed by Victoria Police or Australian Federal Police

all volunteers (including session hosts, coaches and any officials) likely to have contact with athletes (and other children) have a current WWCC

Once engaged, TPA will provide committee members with access to this policy and staff and volunteers must review and acknowledge their understanding of this policy.

SUPPORTING PERSONNEL

TPA is committed to ensuring that all staff, Committee members and volunteers receive training to ensure that they understand their responsibilities in relation to child safety.

TPA assists its committee members and volunteers to incorporate child safety considerations into decision-making and to promote a culturally safe environment where children are empowered to speak up about issues that affect them.

RISK MANAGEMENT APPROACH

Child safety is a part of TPA's overall risk management approach.

POLICY BREACHES

It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have done anything contrary to this policy. Any person who may breach this policy is subject to the TPA Grievance and Discipline procedures.

POLICY PROMOTION

- This policy will be made available to all members via the TPA website.
- This policy will be communicated to all volunteers, and Committee members via email and discussion at Committee meetings.
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RECORD KEEPING

- TPA will retain records of reports of child abuse and complaints about child safety.
- In maintaining records of reports about child safety, TPA will maintain confidentiality and privacy for children and families in accordance with legislation.
- TPA will appropriately note identified risks to child safety through the record keeping process and will incorporate those into its risk management plan.

REVIEW PROCESS

This policy will be reviewed by the Torquay Pickleball Association Committee and Child Safety Working Group (WG) on an annual basis.

In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the TPA Committee for consideration at any time. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, bulletin and other appropriate communication channels.

VICTORIAN CHILD SAFE STANDARDS

Child Safe Standard 1 – Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

In complying with Child Safe Standard 1, an organisation must, at a minimum, ensure:

1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.

1.2 Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.

1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.

1.4 The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.

1.5 All of the organisation's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.

Child Safe Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture

In complying with Child Safe Standard 2, an organisation must, at a minimum, ensure:

2.1 The organisation makes a public commitment to child safety.

2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.

2.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.

2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.

2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.

2.6 Staff and volunteers understand their obligations on information sharing and recordkeeping.

Child Safe Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

In complying with Child Safe Standard 3, an organisation must, at a minimum, ensure:

3.1 Children and young people are informed about all of their rights, including to safety, information and participation.

3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.

3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.

3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.

3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.

3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

Child Safe Standard 4 – Families and communities are informed, and involved in promoting child safety and wellbeing

In complying with Child Safe Standard 4, an organisation must, at a minimum, ensure:

4.1 Families participate in decisions affecting their child.

4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.

4.3 Families and communities have a say in the development and review of the organisation's policies and practices.

4.4 Families, carers and the community are informed about the organisation's operations and governance.

Child Safe Standard 5 – Equity is upheld and diverse needs respected in policy and practice

In complying with Child Safe Standard 5, an organisation must, at a minimum, ensure:

5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.

5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.

5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.

5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

Child Safe Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

In complying with Child Safe Standard 6, an organisation must, at a minimum, ensure:

6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.

6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.

6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.

6.4 Ongoing supervision and people management is focused on child safety and wellbeing.

Child Safe Standard 7 – Processes for complaints and concerns are child focused.

In complying with Child Safe Standard 7, an organisation must, at a minimum, ensure:

7.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.

7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.

7.3 Complaints are taken seriously and responded to promptly and thoroughly.

7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.

7.5 Reporting, privacy and employment law obligations are met.

Child Safe Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

In complying with Child Safe Standard 8, an organisation must, at a minimum, ensure:

8.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.

8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.

8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.

8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

Child Safe Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

In complying with Child Safe Standard 9, an organisation must, at a minimum, ensure:

9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.

9.2 The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.

9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.

9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

Child Safe Standard 10 – Implementation of the Child Safe Standards is regularly reviewed and improved

In complying with Child Safe Standard 10, an organisation must, at a minimum, ensure:

10.1 The organisation regularly reviews, evaluates and improves child safe practices.

10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.

10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

Child Safe Standard 11 – Policies and procedures document how the organisation is safe for children and young people

In complying with Child Safe Standard 11, an organisation must, at a minimum, ensure:

11.1 Policies and procedures address all Child Safe Standards.

11.2 Policies and procedures are documented and easy to understand.

11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.

11.4 Leaders champion and model compliance with policies and procedures.

11.5 Staff and volunteers understand and implement policies and procedures.

FEEDBACK

If you would like to provide TPA with any feedback or suggestions to improve this policy, please contact Torquay Pickleball Association Child Safe Working Group, via the Secretary; torquaypickleball@gmail.com