

CHILD SAFETY POLICY

COACHES' ASSOCIATION (HKHDCCA) ("Organisation")

Date of approval: 28th May 2024



(1) PURPOSE OF THIS POLICY

At Coaches' Association (HKHDCCA) (we, our, us), we are committed to the safety of children and young people. We are committed to providing an environment which is safe for children and youths, and to ensuring that this is reflected in all aspects of our business operations.

This Child Safety Policy (Policy) sets out the general principles that guide the management of child and youth safety at Coaches' Association (HKHDCCA).

We have developed this Policy to help our Workers understand and manage child and youth safety, and to set a framework to ensure that we provide a safe environment for children and young people, and that we meet all our objectives and comply with all of our legal and regulatory obligations in relation to these matters.

(2) STATUS OF THIS POLICY

This Policy does not form part of any contract of employment or any other contract for work or services.

(3) APPLICABLE RULES

(a) We are committed to complying with all applicable laws and regulations as well as codes of practice and other safety guidance in all jurisdictions where we operate. This policy complies with the legislation set out below:

- Family Law Act 1975 (Commonwealth)
- Children and Young Persons (Care and Protection) Act 1998 (NSW)

(b) This policy may also comply with the following external policies, standards, codes of practice or safety guidance:

National Principles for Child Safe Organisations
NSW Office of the Children's Guardian Child Safe Standards
Cricket Australia Policy for Safeguarding Children and Young People
Australian Sports Commission's Child Safe Sport Framework

(4) NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

(a) We support the *National Principles for Child Safe Organisations* (National Principles) and will endeavour to embrace them at our Organisation. This policy aligns with the National Principles.

(b) The National Principles require that:

1. *Child safety and wellbeing is embedded in organisational leadership, governance and culture.*
2. *Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.*
3. *Families and communities are informed and involved in promoting child safety and wellbeing.*
4. *Equity is upheld and diverse needs respected in policy and practice.*
5. *People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.*
6. *Processes to respond to complaints and concerns are child focused.*
7. *Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.*

8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

9. Implementation of the national child safe principles is regularly reviewed and improved.

10. Policies and procedures document how the Organisation is safe for children and young people.

(5) WHO THIS POLICY APPLIES TO

(a) This Policy applies to any people who perform work for Coaches' Association (HKHDCCA), including all our directors, managers, board members, employees, contractors, subcontractors, employees of our contractors and subcontractors, apprentices, trainees, volunteers, interns, work experience students, labour hire employees and outworkers and any other people who perform work for or on behalf of our Organisation (Workers).

(b) We are committed to ensuring the safety and wellbeing of all Workers and visitors to our Organisation. However, this Policy specifically addresses our commitment to the safety and wellbeing of youths and children at our Organisation. Throughout this Policy, we use the terms "youth", "young person", "child" and "children" to refer generally to people under 18 years of age.

(c) This Policy applies to all activities in our Organisation which involve children, or which result in or relate to contact with children.

(d) This Policy is intended to help manage the safety and wellbeing of any children that come into contact with our Organisation, whether they are receiving services from us, are the children of someone who is receiving services from us, are the children of our Workers, or come into contact with us in any other way.

(e) We require all Workers to sign a copy of this Policy to agree in writing that they accept and will act in accordance with this Policy.

(6) OUR COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE

(a) We are committed to the safety of children and young people.

(b) We are committed to providing an environment which is safe for children and youths, and to ensuring that this is reflected in all aspects of our business operations.

(c) We value and respect children and young people and welcome them regardless of their abilities, age, sex, gender, or social economic or cultural background.

(d) Bullying and harassment will not be tolerated at Coaches' Association (HKHDCCA).

(e) Safeguarding children from harm and abuse is an essential responsibility for our Organisation. We are committed to ensuring that any child who comes into contact with our Organisation or services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

(f) We believe that no child or young person should experience abuse or harm and we are committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

(g) It is our intention that a child safe culture should be embedded in all levels of our Organisation, including but not limited to our leadership and governance as well as amongst all of our other Workers.

(h) When dealing with concerns about a child's safety or wellbeing, we are guided by a consideration of what is in the best interests of the child.

(i) We strive to:

- ensure that our Workers have the knowledge, skills and awareness to keep children safe

- ensure that any of our Workers who work with children have the necessary skills, attributes, experience and qualifications to uphold this Policy and provide the support and supervision that children require

- ensure that any children who come into contact with our Organisation and who have concerns about their safety or need assistance know where to go and who to talk to

- ensure that any children who come into contact with our Organisation and who have concerns about their safety feel comfortable seeking assistance
- maintain the safety and security of any of our facilities or environments which may be accessed by children (including any online facilities or environments, websites or platforms)
- promote a workplace which values diversity and inclusion
- where appropriate, involve children and their families in decisions that affect them
- promote a culture of child safety at all levels in our Organisation
- take any allegations or complaints in relation to child safety seriously, and respond promptly and appropriately
- report any allegations or concerns to relevant authorities whenever appropriate or necessary

(7) OUR COMMITMENT TO SUPPORTING THE DIVERSE AND UNIQUE IDENTITIES OF CHILDREN AND YOUNG PEOPLE

- (a) We are committed to providing a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- (b) We actively encourage and support children's abilities to express their culture and exercise their cultural rights.
- (c) We have embedded strategies within our organisation that equip all members to acknowledge and appreciate the strengths and importance of Aboriginal culture to the wellbeing and safety of Aboriginal children and young people.
- (d) We adopt measures to ensure that racism is identified, confronted, and not tolerated within our organisation. Any instances of racism are addressed with appropriate consequences.
- (e) We actively support and facilitate the participation and inclusion of Aboriginal children, young people, and their families within our organisation.
- (f) All of our policies, procedures, systems, and processes work together to create a culturally safe and inclusive environment that meets the needs of Aboriginal children, young people, and their families.
- (g) Our Workers must encourage and support children to freely express their culture and enjoy their cultural rights.
- (h) Workers must actively support and facilitate the participation and inclusion of Aboriginal children and their families within our Organisation.
- (i) Racism is strictly prohibited within our Organisation. If racism occurs, we will respond as follows:

Immediate Action:

Any instance of racism shall be reported immediately to a coach, staff member, or the designated Child Protection Officer. The individual receiving the report will address the situation promptly, ensuring the safety and well-being of the affected person(s). A formal report will be documented, detailing the incident and any immediate actions taken.

Investigation:

The designated Child Protection Officer, or another appointed individual, will conduct a thorough and impartial investigation into the reported incident. The investigation will include interviews with the affected person(s), the alleged perpetrator(s), and any witnesses. All information gathered will be treated confidentially and with sensitivity.

Support for Affected Individuals:

HKHDCCA will provide appropriate support to individuals affected by racism, which may include counselling, mediation, and other necessary resources. The organization will ensure that the affected individuals feel safe and supported throughout the process.

Consequences for Perpetrator(s):

If the investigation confirms the occurrence of racism, appropriate disciplinary actions will be taken against the perpetrator(s).

These actions may include:

Verbal or Written Warning: A formal warning about the behaviour and its consequences.

Suspension: Temporary suspension from participating in HKHDCCA activities.

Expulsion: Permanent removal from HKHDCCA if the behaviour is deemed severe or if there is a repeated pattern of racist behaviour.

Referral to Authorities: In cases of severe or unlawful behaviour, the matter may be referred to the relevant authorities.

Monitoring and Review:

All incidents of racism and the actions taken will be recorded and monitored to identify any patterns or areas needing improvement. The policy and response procedures will be reviewed annually to ensure they remain effective and relevant.

(j) Our leadership has a responsibility to help everyone involved with our Organisation to acknowledge and appreciate the strengths of Aboriginal culture and to understand its importance to the wellbeing and safety of Aboriginal children and young people.

(8) CODE OF CONDUCT

(a) We have a code of conduct for working with children and young people, as set out below ("Code of Conduct"). We expect all Workers to understand this Code of Conduct, and ask a Responsible Person if they need more information or have any questions.

(b) Caring for children and young people brings additional responsibilities for our Workers. All Workers are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- sticking to the organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone 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 conduct with them
- setting clear boundaries about appropriate behaviour between yourself and children and young people – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- being alert to bullying behaviours and responding promptly and appropriately
- ensuring another adult is always present or in sight when conducting one to one consulting, coaching, instruction or other activity
- being alert to children and 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)
- responding quickly, fairly and transparently to any 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.

(c) Workers 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.

(d) Breaches or suspected breaches of the Code of Conduct will be reported as soon as practicable to management either in person, or using the contact details at the end of this Policy.

(e) Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently.

(f) Any Worker who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, the Worker may have their employment terminated.

(9) GENERAL WORKER RESPONSIBILITIES

(a) Our Workers must uphold our Organisation's values in accordance with this Policy. Our Workers must demonstrate behaviour which is consistent with this Policy and with our Organisation's values. Our Workers must be proactive about upholding and promoting our values and this Policy, including by doing the following:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging with our Organisation
- reporting concerns expeditiously and appropriately, in line with child protection procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- acting appropriately in the presence of children
- not taking any inappropriate risks
- not smoking, drinking or taking any form of illicit substances in the presence of children
- ensuring that any children who come into contact with our Organisation or access our services understand their rights and responsibilities
- communicating with children clearly and respectfully and using language which they can understand and which is appropriate for their age and level of development
- ensuring that any children who come into contact with our Organisation or access our services are supported and get any necessary assistance with exercising their rights and responsibilities

(b) Our Workers are responsible for ensuring that they personally comply with all applicable laws in the state or territory where they are based including any applicable Commonwealth laws.

(10) RESPONSIBLE PERSON

Any question, report or concern in relation to the safeguarding of children should be shared with HKHDCCA's Child Safety / Member Protection Officer:

Name: **Aliya Colburt**

Email: aliya.colburt@outlook.com

Telephone: 0450 639 151

(11) THE RISKS TO CHILDREN

(a) Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)

- grooming and exploitation
- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyber bullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adequate supervision

(b) The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

(12) RECRUITMENT

(a) In accordance with applicable legislation, we require that any Workers who work with children or young people have a current, "not prohibited" Working with Children Check in all relevant jurisdictions.

(b) To ensure we engage the most suitable people to work with children and young people we have the following recruitment practices in place:

- our commitment to child safety is included in all job advertisements
- clear position descriptions that include our commitment to child safety and wellbeing
- written applications from applicants
- face-to-face interviews that use behavioural questions to determine the applicant's knowledge of child safeguarding
- at least 2 referee checks and qualification checks.

(13) HOW WE ENSURE STAFF ARE SUITABLE AND SUPPORTED

We strive to ensure that Workers at our Organisation who are working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice. We do this by using the following measures:

HKHDCCA ensures suitability and support for individuals working with children through recruitment and screening processes, including mandatory Working with Children Checks and thorough interviews and reference checks. Comprehensive induction training and ongoing professional training is provided to maintain awareness and understanding of child safety practices. Clear policies, including a Child Protection Policy and Code of Conduct, outline expected behaviours. Regular supervision, mentorship programs, and open communication channels offer continuous support. Reporting mechanisms for concerns and incidents are well-established, promoting a proactive approach to child safety. Policies are regularly reviewed and improved based on feedback and current best practices, ensuring a safe and nurturing environment for all children involved in HKHDCCA activities.

(14) CONFIDENTIALITY AND DATA PROTECTION

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy.

(15) RESPONDING TO A CHILD SAFETY CONCERN

(a) We aim to provide accessible and responsive complaints management processes that are focused on the needs of children and young people.

(b) Where a child is at immediate risk of serious harm, any adult present should call 000. Thereafter, the Responsible Person should be contacted as soon as is reasonably practicable.

(c) Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Responsible Person as soon as practicable and by no later than the end of that same day.

(d) Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating children and asking probing, intrusive and/or leading questions
- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Responsible Person and any subsequent safeguarding referral)
- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided
- refer all relevant information to the Responsible Person as soon as practicable afterwards, and by no later than the end of the day

(e) Upon receipt of any safeguarding concern, the Responsible Person shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities.

(16) REPORTING CONCERNS ABOUT OTHER ADULTS

(a) Where any person has a concern regarding the conduct of an adult connected to the Organisation, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally
- exposing a child to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child

this must be raised in the first instance with the Responsible Person (or where this is not appropriate, a different senior member of the Organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Organisation.

(b) Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Organisation will include either:

- further initial enquiries
- escalation to the applicable authority for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Organisation
- a referral to any relevant regulatory bodies

(c) Any person within the Organisation who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Responsible Person. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant local authority).

(d) Any person from within the Organisation who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

(e) Any person from within the Organisation who makes an allegation against another person from within the Organisation shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

(17) REPORTING AND RESPONDING TO GENERAL COMPLAINTS OR FEEDBACK

(a) Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service.

Children, young people and their families are informed that they can provide feedback or make a complaint when they join our organisation.

(b) Compliments, complaints or feedback can be provided verbally or in writing to any Worker or direct to management either by telephone, email or by post, using the following details:

Aliya Colburt aliya.colburt@outlook.com 0450 639 151

(c) We will deal with all complaints and feedback received from children, young people or their families promptly, sensitively and fairly. We will:

- listen to the complaint / feedback
- the person receiving the complaint will make a record of it if received verbally
- advise of the time expected for an outcome
- if a Worker receives a complaint, they must forward it to management as soon as possible
- management will respond to the complainant with an outcome within the following timeframe:
14 days
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is followed at all times.

(d) If the child, young person or their family is not happy with the outcome from the complaints process they can contact:

- Australian Human Rights Commission Online: www.humanrights.gov.au Tel: 1300 656 419

(18) MANAGING RISKS POSED BY OTHER CHILDREN

(a) It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

(b) Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

(c) Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

Our coaches will intervene to stop bullying and ensure safety. They will separate the children involved to de-escalate the situation, provide immediate support and reassurance to the victim, and speak separately to the bully to understand and address their behaviour.

(d) Where any behaviour amounting to bullying continues following this, the following steps will be taken:

A thorough investigation will be conducted, interviewing involved parties and witnesses. All details of the incident and actions taken will be documented.

Resolution and Consequences:

A mediated discussion will be facilitated if appropriate. The perpetrator will suffer consequences that may include a verbal warning, temporary exclusion, or more severe disciplinary actions.

Communication with Parents / Guardians:

The parents/guardians of both the victim and the bully will be informed about the incident and actions taken.

(e) All steps in relation to the prevention or management of bullying should be taken in consultation with the Responsible Person.

(19) STAFF KNOWLEDGE, SKILLS AND AWARENESS

We have strategies in place to supervise, train and support Workers to understand this Policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment. Our strategies include:

Training:

- ensure all Workers read and understand any relevant mandatory information or guidelines as published in their jurisdiction
- complete regular training in relation to child safety
- include child safety as a standing item on meeting agendas

Supervision:

- regular supervision sessions that include a focus on child safety and wellbeing

Support:

- an induction process for all new workers including a copy of this Policy document
- regular performance appraisals that discuss child safeguarding
- appointing a child safety officer who has an educative role within our organisation.

(20) SAFE PHYSICAL AND ONLINE ENVIRONMENTS

We believe in promoting child safety and wellbeing in physical and online environments in order to reduce the risk of harm. We use a variety of measures to ensure that our physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

(21) EVENTS AND ACTIVITIES

Responsibilities and Planning

(a) Typically, we may arrange the following types of events and/or activities which could involve children:

- School Holiday Cricket Clinics
- Cricket Development Programs
- Cricket Tours

(b) The Responsible Person shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

(c) Although the Responsible Person and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

(d) Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

(e) For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

Venues

(a) The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.

First Aid

(a) If an ambulance is required, call 000. Please notify a manager or supervisor if an ambulance has been called.

(b) Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Responsible Person.

Consent Forms

(a) We shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via:

- Our online registration form via TryBooking

(b) Consent forms will include emergency contact details and will set out any specific safety needs / requirements for children.

(c) All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Supervision

(a) For most activities and events, our procedure for supervision of children is as follows:

- Rolls are marked at the beginning and end of each session
- Children are separated into groups of between 6 and 12 participants.
- Each group is supervised by one accredited coach at all times.
- Each clinic has a supervising Clinic Co-ordinator that assists with the supervision of children.

(b) Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

(22) MANAGING BEHAVIOUR OF CHILDREN GENERALLY

(a) Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint / intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Responsible Person

(23) PHOTOGRAPHY

Our Photographs

(a) On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on child's public image as they grow older

(b) In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them
- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as far as is possible within any published material
- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian
- always store photos in accordance with our data protection policy.

Members of the Public

We ask that any members of the public attending our premises, events or activities do not take photographs.

(24) REVIEWING OUR CHILD SAFE POLICIES AND PRACTICES

We regularly review our child safe policies and practices so that we can continue to improve them. In particular, we do the following:

- Regular Reviews: Annually review policies to ensure they remain effective and up-to-date.
- Feedback: Gather feedback from children, parents, staff, and volunteers.
- Training: Provide ongoing training to keep staff informed of best practices.
- Monitoring: Track and analyse incidents to identify patterns and areas for improvement.

(25) HOW WE MAKE OUR POLICIES AND PROCEDURES AVAILABLE

(a) We strive to ensure that our child safe policies and procedures (including this Policy) are understood by all Workers and relevant stakeholders.

(b) We strive to ensure that children who engage with our Organisation, as well as their families and relevant community members, are aware of, understand and have confidence in our child safety policies and procedures (including this Policy).

(c) We make our child safe policies and procedures (including this Policy) available to children, young people and their families in the following manner:

- Google Drive: Publish policies and procedures on the HKHDCCA Google Drive (publicly accessible).
- Email: Provide a link to this policy within each reminder email before a clinic, program or tour.
- Updates: Provide updates and summaries in email communication.

(26) FEEDBACK FROM CHILDREN AND YOUNG PEOPLE

We encourage children and young people to participate and provide feedback in the following manner:

Children and young people are able to provide anonymous feedback at any time via a Google Form. We also ask our coaches to talk to our participants about their experience at the conclusion of each clinic, program or tour.

(27) HOW WE INFORM CHILDREN AND YOUNG PEOPLE ABOUT THEIR RIGHTS

(a) We use the following processes to inform children and young people about their rights including their right to safety and the right to be listened to:

At the beginning of every clinic, program or tour, the group coaches summarise this information and inform all our participants of these rights in an engaging manner.

(28) ENGAGING WITH FAMILIES AND COMMUNITIES

(a) We encourage our Workers, when engaging with children, to involve the families of those children whenever it is appropriate, and provided that doing so will not compromise the safety of the child.

(b) When doing this, our Workers should keep in mind that in some cases, children can be placed at risk by family members or by members of the community, so involving the child's family could expose the child to additional risk.

(c) We use the following measures to ensure that we have effective communication and participation strategies for engaging with and responding to the diverse needs of families and communities:

HKHDCCA involves families and communities in child safety matters by maintaining open communication and fostering collaboration. Regular information is provided via email, as well as updates on our policies and practices. Feedback from parents and community members is actively sought through surveys after each clinic, program or tour.

(29) RESPECTING EQUITY AND DIVERSITY

We strive to create an environment where children and young people's diverse needs and circumstances are recognised and all children feel safe, welcome and included. We do this by using the following measures:

HKHDCCA ensures children with diverse needs are recognized and included by promoting an inclusive culture and providing tailored support. Staff and coaches receive training on diversity and inclusion to understand and address individual needs. The organization adapts programs and facilities to accommodate different abilities and backgrounds. Open communication channels allow children and parents to share specific needs, ensuring everyone feels welcome, respected, and valued within the community.

(30) ADMINISTRATION OF THIS POLICY

- (a) This Policy was approved by: **Bruce Wood** OAM, President, Coaches' Association (HKHDCCA)
- (b) This Policy was approved on: 28th May 2024
- (c) This Policy is due to be reviewed by: 28th May 2025
- (d) The following person is responsible for leading the review process for this Policy: Connor Hindmarch

(31) FURTHER INFORMATION

We thank you for the time you have taken to review and consider this Policy. If you have further questions or want to discuss any matters in connection with this Policy, please speak to a manager or supervisor.

(32) ACKNOWLEDGEMENT

By signing below, you acknowledge having read and understood this Policy, and you agree to comply with this Policy:

.....
Signature

.....
Name

.....
Date