

## Kombi Surf's **Child Safe Policy** – 4 August 2021

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## 1. Purpose

This policy was written to demonstrate the strong commitment of Kombi Surf to child safety and establishing and maintaining child safe and child friendly environments.

## 2. Context

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm & risk of harm.

It complies with our obligations under the *Children & Young People (Safety) Act 2017*, including:

- Chapter 5—Children and young people at risk, Part 1—Reporting of suspicion that child or young person may be at risk of harm.
- Chapter 8—Providing safe environments for children and young people; and

It also complies with the Child Safety (Prohibited Persons) Act 2016 in relation to Working with Children Checks requirements for all volunteers and employees.

## 3. Scope

This policy, from the date of endorsement, applies to all people involved in the organisation, including:

- owners
- employees (permanent and casual)
- volunteers
- work experience students
- prospective surf coaches doing voluntary hours to obtain qualifications
- indirect service providers
- any other individual involved in this organisation

*Note: In this policy, the term “employee” is intended to cover all persons occupying any position listed above.*

## 4. Commitment to child safety

All children who participate in surf lessons and other programs with Kombi Surf have a right to feel and be safe. We are 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 our priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

We have appointed a child safety officer, Meg Keelan, as a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children using our services

This policy was created by our child safety officer. All employees and volunteers will be directed to read and follow this policy. The policy is available for viewing by all participants and their families/carers on our website and a hard copy available on request.

Our Child Safe Environments policies and procedures are reviewed at least once every 5 years (see endorsement date in title), or sooner if we make any changes to our policies and/or procedures.

## **5. Children's participation**

Kombi Surf encourages and respects the views of children and young people who participate in our programs. We listen to and act upon any concerns that children, young people or their families raise with us. We teach children what they can do if they feel unsafe.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them. They are directed to provide feedback and voice complaints to the owners either in person or via email. They can also lodge a complaint with Surfing South Australia and/or Surfing Australia (as our governing body) if they feel there is a need to do that.

We value diversity and do not tolerate any discriminatory practices.

## **6. Recruitment practices**

Kombi Surf takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees and volunteers. We interview all employees. All our employees are required to have a Working with Children Check applied for through the Department of Human Services (SA). From 1 July 2020, a police check is no longer valid for people working/volunteering with children and young people in South Australia, unless you are a sworn police officer.

All volunteers & employees have Working with Children Checks as required by the Child Safety (Prohibited Persons) Act 2016. Working with Children Checks are required for anyone within our organisation that:

- has regular contact with children and is not directly supervised at all times;
- works near children on a regular basis and is not directly always supervised; or

- supervises or manages persons who:
  - have regular contact with children or
  - work in close proximity to children on a regular basis;

Please see Appendix 1 for more information.

## 7. Code of Conduct

All members are made aware of, and must abide by, our Code of Conduct. Our Code of Conduct was developed in collaboration with all our employees, volunteers, the children who use our services and their parents (Appendix 2).

In addition, all surf coaches at Kombi Surf must agree to abide by the Coaches Code of Ethics (Appendix 3).

## 8. Support for employees and volunteers

Kombi Surf seeks to attract and retain the best employees and volunteers. We provide support and supervision, so people feel valued, respected and fairly treated. We ensure that employees/volunteers who work with children have ongoing supervision, support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment. Strategies we have implemented include:

- All new employees undergo induction and receive a copy of our child safe policy and code of conduct.
- A child safety officer has been appointed to support all volunteers & employees with child protection matters.

## 9. Responding to Harm & Risks of Harm

***Information about making appropriate reports of abuse or neglect is available from the Department for Child Protection website at:***

***<https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect>***

Kombi Surf will not tolerate incidents of child abuse.

All employees and volunteers understand their obligation to notify the Child Abuse Report Line on **13 14 78** as soon as practicable if they have a reasonable suspicion that a child has been harmed or at risk of harm. If a child is at risk right now, **contact SA Police on 000**.

We provide information regarding online training about mandatory reporting obligations. We ensure that employees have access to relevant information resources such as:

- Child safe environment: Guidelines for mandated notifiers and information for organisations (available to view or download from

<https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role>)

- Free online courses on some of the most important topics in sport, including child protection, harassment and discrimination and complaint handling. We also offer free online training for Member Protection Information Officers (MPIOs) at:  
<https://www.playbytherules.net.au/>

We ensure that support is also available for the employee making the report, particularly where an ongoing service is provided to the child, young person and their family.

### **Supporting children, young people and their families**

Child Protection is everyone's responsibility. Kombi Surf 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 (such as the Kids Helpline and Youth Healthline) in areas accessed by children and their families.

### **Dealing with reports or concerns relating to the actions of an employee or volunteer of our organisation**

All suspicions of harm and risk of harm are to be reported to the Child Abuse Report line as per section 30 of the *Children and Young People (Safety) Act 2017*. If an employee, volunteer, or other notifier needs more information, they can ask Meg Keelan (child safety officer) or management for the details of the report line and what needs to be done in accordance with the Act.

In response to any report to management concerning a member, employee or volunteer of this organisation, management may determine to take disciplinary action.

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

All information and reports filed will be kept confidential in line with the policies of Department for Child Protection.

## **10. Strategies to minimise risk**

### **Risk Management Plan**

As part of our ongoing commitment to a safe and successful surf lesson program, we update our extensive risk management plan every year. Available on request.

### **Taking images of children**

As part of our consent form for participation, participants/parents sign to approve the taking and use of images. We operate on a public beach so we must be aware of members of the public taking photos/video as well.

### **Physical contact**

As per our Code of Conduct and Coaches' Code of Ethics, physical contact should only be made when necessary and after approval from the participant has been made. The nature of our work does require some physical contact for instruction and at times for safety so cannot be avoided completely.

### **Transportation**

In general, we do not offer transportation as part of our service. However, if transportation is required, no child should ride alone with an employee and explicit consent must be provided from the parent/guardian of the child to be transported.

### **Supervision of children**

Supervision of children is limited to lesson activities on the beach and in the water. Surf coaches can aid parents/guardians/teachers outside of this time but the responsibility for activities outside the surf lesson is left to them. If a child needs to leave a lesson early or go to the toilet facilities, the duty of care is passed to the parent/guardian. There is a minimum ratio of 1 instructor to 8 surfers in our surf lessons as required by Surfing Australia.

### **Equipment and clothing**

Appropriate equipment is provided including wetsuits. Coaches will do their best to provide the appropriate size and instruct on how to put it on and take it off. Most surfers will wear bathers as well. For those needing privacy to get changed, there are toilets nearby. Surfers always have the option of wearing the wetsuit or not.

### **Protecting privacy and confidentiality**

It is a requirement of Kombi Surf for all participants to complete a lesson consent form that includes medical information. Forms are read by head instructors with only pertinent information shared with other instructors. As a requirement by Surfing Australia, the licensor of Kombi Surf, the forms are kept for 7 years after which time they are shredded before being disposed of.

### **Complaint procedure**

When an incident occurs, it is important that all relevant information is gathered to allow a review to occur. This information may be contained within a complaint. A complaint process is the avenue that allows participants, parents, volunteers or paid staff to discuss with the authorising body their concerns. A complaint form should be completed by the complainant or by the person hearing the complaint for the first time. This form should be kept on file for future review. It is important to take contact details of the complainant to ensure a follow up can take place if requested. It is difficult to follow up on an anonymous complaint, therefore we would encourage anyone wishing to make a statement of complaint to give their name and contact details. See Appendix 4 for Complaint Form available in hard copy on request or download on our website.

Complaints can also be made directly to Surfing Australia who is the licensor and governing body of our sport.

Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.

## **11. Harassment/bullying**

Kombi Surf opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with Meg Keelan or management.

Participants who engage in this behaviour will be asked to leave the program.

## **12. Communication**

Kombi Surf will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy. A copy of this policy is available on our website. This policy shall be updated at least every 5 years or when current policies change.

We also ask employees & volunteers to sign a written statement indicating that they have read and will abide by our child-safe policy. We retain a copy of all signed statements.

## Appendix 1

### Conducting criminal history assessments

#### **Assessments required for prescribed positions**

All employees and volunteers of Kombi Surf who occupy a prescribed position (as set out in the *Child Safety (Prohibited Persons) Act 2016*) are required to undergo a criminal history assessment for a Working with Children Check via the Department of Human Services (SA).

This requirement applies to all employees who regularly work with or around children in an unsupervised capacity or have access to prescribed records relating to children.

#### **Procedure for conducting criminal history assessments**

As of July 1, 2019, a Working with Children Check from the Department of Human Services (SA) is required as a precondition of engagement of employees and volunteers who work in a prescribed position at Kombi Surf. The cost of obtaining a Working with Children Check will be negotiated between Kombi Surf and the employee or volunteer.

Prior to the appointment of a new employee/volunteer and then at 5 yearly intervals, Kombi Surf will direct the employee/volunteer to obtain a Working with Children Check as evidence that the applicant does not pose an increased risk of harm to children.

Kombi Surf may obtain a further criminal history assessment for an employee/volunteer at any time that Kombi Surf believes it necessary or desirable for the purpose of maintaining a child safe environment.

The informed written consent of the employee/volunteer is required prior to conducting a criminal history assessment.

#### **Exemptions**

- 1. A person who is under 14 years of age does not need a Working with Children Check.**
- 2. A member of the South Australia Police or the Australian Federal Police does not need a Working with Children Check if they are a sworn police officer.**
- 3. Parents or guardians volunteering in an activity with their child. Parents or guardians do not require a Working with Children Check if the child-related work:**
  - is voluntary; and
  - involves their own child.

*Example: If a parent volunteers to assist in the water with their own child in a surf lesson, they do not require a Working with Children Check.*

## Appendix 2

### Code of Conduct for a Child Safe Organisation – Kombi Surf

Caring for children and young people brings additional responsibilities for employees and volunteers of Kombi Surf. All employees and volunteers of Kombi Surf are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- always sticking to your organisation’s child safe policy and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone with respect and honesty (this includes staff, volunteers, students, children, young people and parents as well as members of the public)
- being a positive role model to children and young people in all your conduct with them
- setting clear boundaries about appropriate behaviour between yourself and the children and young people in Kombi Surf – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activity
- being alert to children and young people who are, 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 serious 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.

Employees and volunteers 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.

**I agree to abide by this code of conduct**

Name:.....

Signature: ..... Date: ...../...../.....

## Appendix 3

# **SURFING AUSTRALIA** **COACH'S CODE OF ETHICS**

*Coaches should...*  
**BE TREATED WITH RESPECT AND OPENNESS**  
**HAVE ACCESS TO SELF-IMPROVEMENT OPPORTUNITIES**  
**BE MATCHED WITH A LEVEL OF COACHING APPROPRIATE TO THEIR LEVEL OF COMPETENCE**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. <b>Respect the rights, dignity and worth of every human being</b> <ul style="list-style-type: none"> <li>• Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion</li> </ul> </li> <li>2. <b>Ensure the athlete's time spent with you is a positive experience</b> <ul style="list-style-type: none"> <li>• All athletes are deserving of equal attention and opportunities</li> </ul> </li> <li>3. <b>Treat each athlete as an individual</b> <ul style="list-style-type: none"> <li>• Respect the talent, developmental stage and goals of each athlete</li> <li>• Help each athlete reach their full potential</li> </ul> </li> <li>4. <b>Be fair, considerate and honest with athletes</b></li> <li>5. <b>Be professional and accept responsibility for your actions</b> <ul style="list-style-type: none"> <li>• Display high standards in your language, manner, punctuality, preparation and presentation</li> <li>• Display control, respect, dignity and professionalism to all involved with the sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators</li> <li>• Encourage your athletes to demonstrate the same qualities</li> </ul> </li> <li>6. <b>Make a commitment to providing a quality service to your athletes</b> <ul style="list-style-type: none"> <li>• Maintain or improve your current NCAS accreditation</li> <li>• Seek continual improvement through performance appraisal and ongoing coach education</li> <li>• Provide a training program which is planned and sequential</li> <li>• Maintain appropriate records</li> </ul> </li> <li>7. <b>Operate within the rules and spirit of your sport</b> <ul style="list-style-type: none"> <li>• The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws, relevant policies, e.g. anti-doping policy, selection procedures, etc.</li> <li>• Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA)</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>8. <b>Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development*</b></li> <li>9. <b>Refrain from any form of personal abuse towards your athletes*</b> <ul style="list-style-type: none"> <li>• This includes verbal, physical and emotional abuse</li> <li>• Be alert to any forms of abuse directed toward your athletes from other sources while they are in your care</li> </ul> </li> <li>10. <b>Refrain from any form of harassment towards your athletes*</b> <ul style="list-style-type: none"> <li>• This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability</li> <li>• You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal</li> </ul> </li> <li>11. <b>Provide a safe environment for training and competition</b> <ul style="list-style-type: none"> <li>• Ensure equipment and facilities meet safety standards</li> <li>• Ensure equipment, rules, training and the environment are appropriate for the age and ability of the athletes</li> </ul> </li> <li>12. <b>Show concern and caution toward sick and injured athletes</b> <ul style="list-style-type: none"> <li>• Provide a modified training program where appropriate</li> <li>• Allow further participation in training and competition only when appropriate</li> <li>• Encourage athletes to seek medical advice when required</li> <li>• Maintain the same interest and support toward sick and injured athletes</li> </ul> </li> <li>13. <b>Be a positive role model for your sport and athletes</b></li> </ol> <p style="font-size: small;"> <i>Please refer to the Harassment-free Sport guidelines available from the Australian Sports Commission for more information on harassment issues</i> </p> |
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## AGREEMENT FORM

FOR REGISTRATION OR RE-REGISTRATION TO THE NATIONAL COACH ACCREDITATION SCHEME (NCAS)

**TO: SURFING AUSTRALIA INC.**

I, \_\_\_\_\_  
 (full name)  
 \_\_\_\_\_  
 (address)

am seeking registration/ re-registration (please circle) for the following Australian Sports Commission (ASC) qualification:

Level	Sport	Discipline (if applicable)

### I AGREE TO THE FOLLOWING TERMS:

1. I agree to abide by the SURFING AUSTRALIA INC. Code of Ethics overleaf
  2. I acknowledge that the SURFING AUSTRALIA INC. may take disciplinary action against me, if I breach the Code of Ethics. (I understand that SURFING AUSTRALIA INC. are required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me).
  3. I acknowledge that disciplinary action against me may include de-registration from the National Coaching Accreditation Scheme.
- Please refer to the Harassment-free Sport Guidelines available from the Australia Sports Commission or contact your NSO/training provider, if you require more information on harassment issues.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (if under 18, parent / guardian signature)

Comments \_\_\_\_\_

## Appendix 4

### Record of Complaint – Kombi Surf

Complainant's Name	Over 18                  Under 18	Date Complaint Received:    /    /20
Complainant's contact details	Phone: Email:	
Complainant's role/position	Administrator (volunteer) Surf Lesson Participant Coach/Assistant Coach Employee	Parent Spectator Member of the public Other.....
Name of person complained about (respondent)	Over 18	Under 18
Respondent's role/position	Administrator (volunteer) Surf Lesson Participant Coach/Assistant Coach Employee	Parent Spectator Member of the public Other.....
Location/event of alleged incident		
Description of alleged incident		
Nature of complaint (category/basis/grounds)  Circle more than one if necessary	Harassment or discrimination Sexual/sexist Sexuality Race Religion Pregnancy Disability Personality clash	Coaching methods Verbal abuse Physical abuse Victimisation Unfair decision Child abuse Bullying Other.....
Methods (if any) of attempted resolution		