



**LOBETHAL TENNIS CLUB INC**  
**Child Safe Environment Policy**  
**Code of Conduct for a Child Safe Organisation**  
**Drop Off / Pick up Policy**

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**Lobethal Tennis Club Inc Child Safe Environment Policy**

**Purpose**

All sporting organisation's that provide services to children and young people in South Australia are required under the Children and Young People Safety Act 2017 to ensure that they implement compulsory child safe standards to protect children from harm.

The child safe environment policy sets out the Lobethal Tennis Club Inc approach for creating a child safe organization where children and young people are safe and feel safe and provides the policy framework for the club's approach to the Child Safe Standards.

**Scope**

All members, coaches and volunteers that are involved directly or indirectly with juniors (under 18 years of age) within and across a range of tennis activities are expected to comply. This policy will be shared with all club members, coaches, team managers, committee members, junior parents and junior players and external service suppliers to the club.

**Commitment**

Lobethal Tennis Club Inc has zero tolerance for child harm and abuse or neglect and holds child safety as a top priority.

Lobethal Tennis Club Inc is committed to providing a child safe environment where children and young people are safe and feel safe.

Every person involved within Lobethal Tennis Club Inc has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Lobethal Tennis Club Inc in its planning, decision making and operations will:

- Take a preventative, proactive and participatory approach to child safety.
- Value and empower children to participate in decisions which affect their lives.
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children.
- Respect diversity in cultures and child rearing practices while keeping child safety paramount.
- Provide written guidance on appropriate conduct and behaviour towards children through our Club Code of Conduct for a Child Safe Organisation which all Committee members, Team managers and Coaches are required to read and sign at the start of every season.
- Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development encouraging all Committee





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members, Team managers and Coaches to participate in online training in Child Protection.

- Ensure children know who to talk with if they are worried or feeling unsafe and that they are comfortable and encouraged to raise such issues.
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities.
- Share information appropriately and lawfully with organisations where the safety and wellbeing of children is at risk.
- Value the input of and communicate regularly with families and carers.
- Ensure regular and consistent communication which models the values and principles articulated in the Child Safe Environment Policy.
- Review and update the policy in response to emerging thinking, evidence and practice about the prevention of child abuse and neglect.

Lobethal Tennis Club Inc is committed to ensure members, coaches, team managers, volunteers, parents and service providers are aware of the need to protect children from abuse, harm and neglect.

#### **Aims and Procedures**

Bullying will not be tolerated under any circumstances at Lobethal Tennis Club Inc. In such circumstances actions that will be taken include:

- Taking all signs of bullying seriously. Showing interest and sympathy with every allegation of bullying and providing support.
- Ensuring the victim is safe.
- Encourage members to speak out and tell someone – a parent, coach, team manager, or senior club member – if they are being bullied or if they witness bullying.
- Reassure the victim that we will help them and advise them that, in order to help them, we may need to speak with others about the problem.
- Speak with the bullies and victims separately.
- Keep records of what was said (ie what happened, who was involved, when the incident occurred and how the matter was handled).
- Encourage and support the bully/bullies to change their behaviour.
- Monitor the behaviour of the bully/bullies over a period of time.
- After a period of time follow up with the victim (and parents if appropriate) to find out if the bullying has stopped.
- If deemed necessary impose sanctions.
- Some forms of bullying constitute assault, harassment, or discrimination under Federal and State Legislation and are therefore illegal. In these circumstances the executive committee of the Lobethal Tennis Club Inc will seek advice from / report to police and or the Department of Human Services if we suspect the behaviour breaches legislation.

#### **Child Abuse**

All Lobethal Tennis Club Inc members, coaches, team managers and committee members are required by law to report any suspicions that a child or young person is or may be at risk by





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contacting the Department of Human Services through the child abuse report line which is 13 14 78.

#### Working with Children Check

All Lobethal Tennis club committee members, coaches and team managers are required to have a current Working with Children Check through the Department of Human Services,

#### Complaints management and disciplinary action

All complaints should be sent via email to the President of the Lobethal Tennis Club at [president@lobethaltennisclub.org](mailto:president@lobethaltennisclub.org) to be reviewed by all committee members at the earliest possible convenience.

#### Review and Evaluation

This Child Safe Environment Policy will be reviewed annually and is current for season 2021/2022.





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**Lobethal Tennis Club Code of Conduct for a Child Safe Organisation**

**Caring for children and young people brings additional responsibilities for employees and volunteers of this organisation.**

All employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Adhering to this 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 with respect and honesty (this includes staff, volunteers, students, children, young people and parents).
- Remembering to be a positive role model to children and young people in all conduct with them.
- Setting clear boundaries about appropriate behaviour between yourself and the children and young people in our organisation – boundaries help everyone to carry out their roles well.
- 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 activities.
- Being alert to children and young people who are, or may be at risk, and reporting this 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.
- Providing feedback to both children and parents or guardians.

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: .....





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The Lobethal Tennis club is committed to providing a safe environment, as our duty of care, for the participation of children and young people: part of this is ensuring that your child is not left alone before or after training, coaching or matches.

What we will do:

- Make sure all families are aware of coaching and training times and match times and venues.
- Request that arrival is not more than 10 minutes before training, unless accompanied by a parent/carer.
- Request that you collect your junior player within 10 minutes of the completion of coaching or training, if unable to please notify the coach.
- Request that you do not leave a child alone at the venue prior to training or coaching or home matches.
- Request that you or your child sign in on arrival and departure from coaching or training.
- Request that you indicate how and with whom your child will be collected (on registration form) or if your child is walking to or from training or home matches and notify coach or team manager if this changes.
- Parents/Carers are strongly encouraged to remain at the venue for the match and support their child and need to communicate with team manager if unable to do so.

It is not the responsibility of the coach or team manager to supervise your child outside of coaching and match times.

Lobethal Tennis Club's duty of care ceases when your child leaves the premises.

Lobethal Tennis Club's duty of care does not extend outside of the above times.

