



TOORAK BURNSIDE BOWLING CLUB INC

25 Giles Street, Toorak Gardens SA 5065

Email: admin@toorakburnsidebowls.com.au

Website: www.toorakburnsidebowls.com.au

CHILD SAFE POLICY

1. Purpose

Toorak Burnside Bowling Club (TBBC) is committed to providing a child safe environment. This policy outlines our approach to protecting children and young people, ensuring their safety, wellbeing and participation in our club.

2. Scope

This policy applies to all members, volunteers, officials, coaches, Board members and others involved with TBBC in any capacity that brings them into contact with children and young people.

As an affiliated club, TBBC complies with the Bowls SA Child Safe Environment Compliance Statement. This includes implementing safeguarding measures, appointing a Child Safe Officer, ensuring valid Working with Children Checks (WWCCs) and providing clear expectations of behaviour for all adults interacting with children and young people.

3. Definitions

- **Child or Young Person:** A person under 18 years of age. While we recognise that teenagers have different experiences and levels of independence than younger children, this policy applies equally to all individuals under 18.
- **Child Safe Officer:** A designated person responsible for overseeing child and young person safety at the club, providing support and assistance with concerns or incidents.
- **Working with Children Check (WWCC):** A screening process conducted by the Department of Human Services and required by law for people working or volunteering with children in South Australia.

4. Responsibilities

TBBC expects all members and guests to:

- treat children and young people with respect and care
- encourage children and young people to speak up, be involved in club activities and participate meaningfully in all aspects of club life
- support children and young people to build confidence, engage with the community and grow through the sport of bowls
- follow this policy and any related procedures
- hold a valid WWCC if involved in child-related roles
- immediately report any suspected child abuse or concerning behaviour.

The Board is responsible for ensuring this policy is implemented and reviewed. The Child Safe Officer supports members and provides guidance.

5. Risk Management

TBBC recognises that certain situations involving children and young people require extra care and planning. These include:

- supervising children and young people during games and training
- transporting children and young people in cars
- supporting children and young people in or near changerooms and shower facilities.

These activities are to be approached with common sense and planning. Wherever possible:

- seek permission from parents or guardians/caregivers
- ensure two adults are present, one of whom must have a valid WWCC
- plan and communicate roles clearly with all involved.

6. Transporting Children And Young People

TBBC acknowledges that occasionally children and young people may be transported in cars for club-related activities. This must be managed with care. Transporting children and young people should:

- only occur with permission from the child's/young person's parent or guardian/caregiver
- be approved by the Board or Child Safe Officer
- involve two adults where practicable, including one with a valid WWCC.

These safeguards help ensure the comfort and safety of all children/young people and minimise risks to both adults and young people.

7. Responding To Concerns

Any concern about a child's/young person's safety must be taken seriously. If a child or young person shares something that suggests they are at risk:

- stay calm and listen carefully
- avoid interrupting or pressing for details
- reassure them that they've done the right thing by speaking up
- do not promise to keep the information secret
- let them know you will help and explain what will happen next in a way they can understand
- record notes as soon as practical and try to record exactly what the child/young person said.

Concerns should be reported as soon as possible. This may involve speaking to:

- the child's/young person's parent or guardian/caregiver (unless doing so may place the child/young person at further risk)
- the Child Safe Officer for support and guidance
- the Child Abuse Report Line (CARL) or South Australia Police (SAPOL), if the situation involves suspected abuse, neglect or serious risk.

It is not the role of TBBC to investigate allegations of abuse or harm. These matters must be referred to the appropriate authorities. However, TBBC may take internal action if a member or participant is found to have breached this policy or other club policies in their interactions with children or young people.

8. Working With Children Checks (WWCCs)

Anyone involved in child-related roles at TBBC must hold a current Working with Children Check (WWCC), as required under South Australian law. This applies to people who engage in child-related work on more than seven separate days in a calendar year, whether paid or unpaid.

Roles that typically require a WWCC include:

- coaches or assistant coaches working with children or young people
- team managers or volunteers responsible for children or young people during games or training
- club members regularly supervising children or young people
- members transporting children or young people for club purposes
- Child Safe Officers.

WWCCs are not usually required for:

- members playing in the same team as a child/young person without a supervisory role
- bar or kitchen staff serving children or young people in public or general hospitality settings
- parents or guardians/caregivers volunteering with their own child/young person, unless acting in an official capacity responsible for others.

The Board will determine who requires a WWCC, leaning towards caution and best practice. The Child Safe Officer may provide guidance, but the Board is responsible for ensuring legal compliance and adherence to Bowls SA and club policies.

9. Child Safe Officer

Toorak Burnside Bowling Club will appoint at least one Child Safe Officer. This role is held by a trusted club member who supports child/young person safety and provides guidance to others.

Appointment

A Child Safe Officer will be appointed by the Board following an expression of interest or invitation. The Board will consider the individual's experience, understanding of child safety principles and their willingness to support members. All Child Safe Officers must hold a current Working with Children Check.

Role of the Child Safe Officer

The Child Safe Officer is a point of contact for members, children, young people and families seeking advice or raising concerns. They help interpret this policy, guide people on the next steps and promote a safe and inclusive culture across the club.

Their role includes:

- supporting members who are unsure how to respond to a concern
- assisting with risk assessments and safety planning for child-involved activities
- encouraging awareness of child safety obligations
- managing Working with Children Check requirements and maintaining relevant records.

10. References

- Bowls SA. (2023). *Child Safe Environment Compliance Statement*. Retrieved from <https://www.bowlssa.com.au/integrity/child-safety/>
- Department of Human Services (SA). (n.d.). *Working with Children Check*. Retrieved July 2025, from <https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/working-with-children-check>
- Commissioner for Children and Young People SA. (2021). *Being Child Safe and Child Friendly: A Guide for Organisations*. Retrieved from <https://www.cyp.com.au>
- Office for Recreation, Sport and Racing (ORSR). (2022). *Child Safeguarding for Sport and Recreation*. Retrieved from <https://www.orsr.sa.gov.au/clubs-and-associations/child-safeguarding>

Version Control

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1.0	4 August 2025	August 2027	Initial version adopted by the Board