



# Child Safeguarding Policy

Policy Name: Child Safeguarding Policy	
Date of Issue: February 2022	
Last Reviewed: NA	Next Review: December 2024
Controlling Body: FencingWA Board	

## Policy Statement

FencingWA (FWA) supports and respects the individual needs of every child. FWA actively promotes diversity and tolerance throughout the association and welcomes participants from all backgrounds.

FWA acknowledges the valuable contribution of our members, volunteers, contractors, and employees and encourages their active participation in providing a safe, fair, and inclusive environment for all.

FWA also seeks to ensure that key volunteers, employees, contractors, and clubs know their legal obligations to ensure the safeguarding of children. FWA have established processes and procedures in place to comply with the requirements of the WWC Act.

The WWC Act applies to people who engage in certain paid or unpaid work with children, described as "child-related work". Under the WWC Act, people whose usual duties of work involve (or are likely to involve) contact with a child in connection with one or more categories of child-related work, and where no exemptions apply, are required to have a WWC Check.

## Policy Scope

This policy applies to all FWA volunteers, members, employees, contractors, and all other people or organisations which by agreement or otherwise, are bound to comply with this policy.

This policy applies to behaviour occurring during FWA business, activities, competitions, and events.

## Definitions

The following definitions are listed to provide clarity for this policy.

- **Child/children** mean a person who is under the age of 18 years.
- **Contact** means any form of physical contact, any form of oral communication, whether face to face, by telephone or otherwise and any form of electronic communication but does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer.
- **Child-related work** has a specific definition in the WWC legislation. Work is classified as child-related work if the usual duties of the work involve or are likely to involve contact with a child, in connection with at least one of the categories of child-related work unless an exemption applies.
- **Member** means an individual, affiliated club, coach or referee who is a member of an FWA affiliated club.
- **Screening Check** means the process outlined in the FencingWA WA WWC Check Procedure to determine whether a person is suitable for the position of the application.
- **Voluntary work** is where an individual receives no financial reward or remuneration. A person who receives payments that just cover the costs of carrying out their child-related work is considered to receive "no financial reward" and is considered to be a volunteer by the WWC Screening Unit.
- **WWCC Registration Officer** means the FWA employee, volunteer or contractor who is responsible for maintaining compliance.

- **Working with Children Check (WWC Check)** is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as "[child-related work](#)" under the *Working with Children (Criminal Record Checking) Act 2004*.
- **WWC Act** means the *Working with Children (Criminal Record Checking) Act 2004*.

## Policy Position

FWA is committed to ensuring all children can participate in a safe and inclusive environment and aims to ensure all volunteers, employees, contractors, and clubs understand their role and the behaviour that the FWA expects in relation to working with children. As such, FWA will:

### Safe Environments

- Place safety and welfare of children above other considerations in the physical and online space.
- Commit to the cultural safety of Aboriginal children and those from culturally and or linguistically diverse backgrounds.
- Create environments that are inclusive for all children.

### Suitability

- Take reasonable steps to ensure that FWA engages and appoints suitable and appropriate people to work with children.
- Require that anyone who is considered a volunteer, employee or contractor provides a WWC card for validation or WWC card lodgement receipt plus DOB prior to commencing their child-related work for FWA.
- Provide all applicants with information regarding the screening process and the specific criteria for the position in accordance with the requirements of the WWC Act.

### Managing Volunteers, Employees, Contractors and Members

- Incorporate a clear reference of expectations in terms of behaviour, commitment, and responsibility for child safety in contracts, statements of appointment, and position statements.
- Maintain an induction pack and process for new starters, which outline WWC requirements, expectations and reporting in relation to child safeguarding.
- Provide opportunities to share observations and challenges and to explore views about child safety issues safely.
- Ensure that all volunteers, employees, contractors, and clubs are supported to respond appropriately to at-risk children.
- Ensure that all volunteers, employees, contractors, and clubs are aware of their responsibilities under state laws to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected.
- Educate staff and members, so they have an understanding that failure to report is considered serious misconduct.

### Screening

- Appoint a FWA key person as the WWC Check Registration Officer.
- Maintain a WWC Check Policy and Procedure including screening measures to ensure that people who pose a risk to children are not recruited.

## Travel

- Ensure that when children travel to another state/territory as a representative of FWA, there will be strict compliance with the legislation within that state/territory. Fencing Australia (AFF) may also be required to be consulted in this process.
- Ensure that when children travel for Fencing activity in a representative team, there are guidelines and procedures in place to prevent and manage the risk from such activities.

## Education and Development

- Provide ongoing education, development, and support to ensure that all applicable persons understand that child safeguarding is everyone's responsibility.
- Provide ongoing education for key volunteers, employees, contractors and clubs in child abuse awareness, child abuse prevention and safe practices.

## Codes of Behaviour

- Promote and distribute Codes of Behaviour that establish the conduct that is expected of volunteers, employees, contractors, and clubs when they deal and interact with children involved in our sport, especially those in our care.
- Maintain Codes of Behaviour that establish the conduct that is expected of all adults when they deal and interact with children involved in Fencing, especially those in our care.

## Empowering Children

- Encourage children, parents/guardians to be involved in developing a child safe environment and engage in the decision-making structure of the sport.

## Child-Friendly Complaint Process and Reporting

- Have a system that is accessible, responsive, and respectful if a child wishes to speak up and make a complaint to a FWA volunteer, employee, contractor, or member.
- Have a Complaints Management process that identifies and tracks the implementation of any actions of a complaint.

## Reporting Child Abuse

- Responding Appropriately to Suspected Child Abuse
  - FWA ensures that all our key volunteers, contractors, employees, and members are supported to respond appropriately to children at risk of harm.
  - Volunteers, contractors, and employees meet all legislated mandatory reporting requirements (where applicable) and understand the reporting process.
  - Further, if any person believes that another person or organisation bound by this Policy is acting inappropriately towards a child or is in breach of this Policy, he or she may make an internal complaint to FWA in accordance with the Member Protection Policy.
  - FWA will document any allegation, disclosure or concern regarding child abuse and document responses to all allegations, disclosures, or concerns.

## Policy Breaches

FWA will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively, and confidentially.

Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with the Member Protection Policy.

If a criminal offence is considered to have been committed, the appropriate authorities will be contacted for advice and guidance.

## Document Control

This policy will be reviewed every three years or earlier if required by the organisation. The review will ensure it reflects both the community expectations and all legal requirements.

## Version History

Date	Version number	Executive Summary of changes
February 2022	1.0	This policy was adopted at the February 2022 FWA Board Meeting.

## Applicable Legislation:

- Working with Children (Criminal Record Checking) Act 2004
- [Working with Children \(Criminal Record Checking\) Regulations 2005](#)

## Appendix & Relevant Policies and Procedures

- FWA WWC Check Policy
- FWA WWC Check Procedure
- FWA Codes of Conduct
- FWA Member Protection Policy Statement