

Bai Rui Tae Kwon-do Child Protection Policy

Policy Statement Code of Conduct
Child Protection Policy and Safeguards

The name of the organization shall be Bai Rui Tae Kwon-do hereafter referred to as "Bai Rui TKD."

Child Protection Policy Statement

Bai Rui TKD believes that we all have the right to feel safe all the time. Bai Rui TKD also believes that there is nothing so bad that we can't talk about it with someone.

Bai Rui TKD is committed to providing an environment that is safe for participation in Tae Kwon-do. The Bai Rui TKD will not tolerate child abuse and/or neglect.

This Child Protection Policy provides a message to all involved both directly and indirectly with Bai Rui TKD that Managers, coaches, officials, leaders, trainers and all other personnel have a responsibility to provide a safe environment to those children within the club. (Children are defined as those under the age of 18yrs as per *the Child Protection Act.*)

The abuse of child members by those either within Bai Rui TKD or those external to it is not acceptable and Bai Rui TKD encourages all incidents of abuse and/or neglect be reported to the appropriate authorities.

Who must comply with this policy?

Instructors

Coaches

Referees

Officials

Parents, Carers

Members of Bai Rui TKD

Paid Employees and Administrators

Children and Young people – Including members

Contractors entering the premises or sporting environment

Spectators

I have read and understand the child safety document number XXX001.

Blue Card No:

Instructor:

Assistant Instructor:

Witness:

Date:

Code of Conduct

Bai Rui TKD endorses the following Code of Conduct for those responsible for activities involving children.

Child Safety Committee:

- 1) *To assess and act upon any decisions in regard to child safety within Bai Rui TKD, this includes decisions made upon acceptable and unacceptable practices in regards to Child Safety and Child Protection.*
- 2) *To accept any information given to them in relation to Child safety.*
- 3) *To notify relevant authorities of any unacceptable behavior and practices as the committee finds necessary.*
- 4) *To ensure all rights are maintained through Bai Rui TKD in relation to Child Safety.*
- 5) *To ensure environmental safety practices are enforced.*
- 6) *To maintain a current knowledge of Child Safety Practices and rights.*
- 7) *To have the relevant authority to enforce necessary policy for departmental changes in regard to Child Safety within Bai Rui TKD.*

Executor of the Child Safety Committee:

- 1) *To oversee the Child Safety Committee.*
- 2) *To maintain current knowledge of Child Safety Practices and Rights.*
- 3) *To enforce necessary changes in accordance to the Child Safety Committee.*
- 4) *To appoint a Child Safety Officer for each tournament, grading, seminar, or public event that is related to Bai Rui TKD.*

Paid employees, Administrators:

- 1). Must follow guidelines that are outlined by the Child Safety Committee.*

- 2) If the employees or Administrators have any contact with the children members or other children within Bai Rui TKD, they must have a current Suitability Card.*

Coaches, Instructors:

- 1) Must follow guidelines that have been outlined by the Child Safety Committee.*

- 2) Must hold a current Suitability Card.*

- 3) Must ensure that the training halls are a safe environment for all members.*

- 4) Implement rules to ensure said safe environment is maintained in the training halls.*

- 5) Notify the Child Safety Committee of any doubts that they have in regards to Child Safety or Protection within Bai Rui TKD toward any student, child members, or halls and venues.*

Referees/Officials:

- 1) Must follow guidelines that have been outlined by the Child Safety Committee.*

- 2) Must hold a current Suitability Card.*

- 3) Must ensure that the Training halls are a safe environment for all members.*

- 4) Implement rules to ensure said safe environment is maintained in the training halls.*

- 5) notify the Child Safety Committee of any doubts that they have in regard to Child Safety or Protection within Bai Rui TKD toward any student, child members, or halls and venues.*

- 6) Where possible keep spectators and child members in separate designated areas.*

- 7) Announce who has been appointed designated Child Safety Officer in each tournament, grading, seminar or public event.*

Members:

- 1) If the member is over the age of 18 and doesn't have children who are also members of Bai Rui*

TKD, that member must be a holder of a current Suitability Card.

2) Members must notify the Child Safety Committee of any doubts that they may have in regard to Child Safety or Protection within Bai Rui TKD toward any student, child or other members, or halls and venues.

3) Must follow guidelines that have been outlined by the Child Safety Committee

Parents, Carers:

1) Notify the Child Safety Committee of any doubts that they may have in regard to Child Safety or Protection within Bai Rui TKD toward any student, child members, or halls and venues.

Child Protection Policies and Procedures

The nature of child abuse is often one involving the manipulation and abuse of a child by someone known to the child. When children choose to disclose abuse it is usually to someone that they trust and who they believe can help. When a child comes to an adult for assistance it is therefore imperative that the adult person handle the disclosure sensitively and maintain confidentiality.

Unless otherwise necessary, members should only discuss allegations of the abuse of children with the Bai Rui TKD Member Protection Officer or contact officer. In most instances the matter will then be referred to either the Queensland Police Service or the Department of Families. It is not the policy of Bai Rui TKD to conduct investigations into the veracity of allegations of the abuse of children, rather obtain enough information to raise a suspicion and then report the allegation to the above nominated authorities that are trained to conduct such investigations.

1. Child Abuse Indicators

Suspicious of child abuse and, or neglect can be raised in a number of ways. These may include but are not limited to:

Physical Abuse

- Bruising or other injuries, which could be consistent with rough handling or being struck. Particularly linear type bruises, bruises to the face, clustered bruises, forming regular shapes, or bruises reflecting the shape used to inflict the injury (e.g. electrical cord or belt.)
- Burns or scalds on a child, particularly to the soles, palms or back. Cigarette burns are particularly significant.
- Fractures, particularly where any explanation for the injuries is inconsistent with medical findings.
- Excessive layering of clothing (can hide injuries).

- Wary of adult contact, frightened of parents, behavioural extremes (e.g. Aggressiveness or withdrawn), neglect.
- Children attending activities with little or no food or not having had breakfast.
- Consistent hunger, poor hygiene or inappropriate dress.
- Children consistently being left late with little or no explanation.
- Underweight, poor growth patterns, failure to thrive.
- Begging or stealing of food.
- Constant fatigue.
- Assuming adult responsibilities and concerns.
- Difficulty in walking or sitting, pain, swelling or itching in genital area.
- Discharge/ venereal disease.
- Excessive masturbation.
- Sleeping/ eating disorders.
- Aggressive, acting out.
- Sexual acting out on younger children.
- Bizarre, sophisticated or unusual sexual behavior or knowledge.

It is important to note that no two children will act the same in response to abusive situations. Some children show no observable effects whilst some show quite obvious and quite a range of indicators.

In addition:

A child may disclose directly to a member the nature of the abuse.

Another member may disclose to a member that someone else is being abused.

Procedures for handing disclosures

If a child discloses to a member that they are the victim of abuse and/or neglect it is crucial that the initial response be handled with sensitivity. It is important that the person receiving the disclosure:

- Find a private place to talk to the child which is non threatening.
- Not question the child for elicited detailed information about the abuse and/or neglect (questions rather should be limited to, "What happened then" and "Tell me about that").
- Not say to the child "I won't tell" with regard to the allegation. Rather be honest with the child and explain to them that other people may need to be told in order to help the child.
- Believe the child and reassure them that it is right for them to tell.
- Determine the child's immediate safety.
- Take notes of what is said and what you observe.

If you are the first person the child tells regarding their abuse you will be required to provide a statement to police as evidence of the **Preliminary Complaint**. This is evidence of what the child told you only and goes to the credibility of the child. This is extremely important evidence and you

may later be required to give evidence in court. It is important *for you* to *write down* or keep a diary of things you are told by the child or any indicators that you may observe.

All observations should be accurately recorded and any conversations had with the child should be recorded in first person i.e.

I said, -....."

She said. " "

For the purposes of accuracy these notes should be made as soon after the conversation occurs as possible and held in a place where strict confidentiality can be maintained.

In all cases, except those of an emergent nature, the Member Protection Officer is to be informed of the nature of the allegations to enable the matter to be reported to the trained authorities.

In the situation that the member feels that to delay the report to the authorities would place the child at risk; members may immediately notify the authorities and then later notify the Member Protection Officer.

Policy for Screening Members

The Policy of Bai Rui TKD is that all those involved in the coaching, administration, refereeing or any other role, whether it is on a paid or voluntary basis, with members under the age of 18yrs, will obtain a Suitability Card through the Commission for Children and Young People.

Volunteers within Bai Rui TKD are defined as those who follow the formula as prescribed by the Commission for Children and Young People. These are those members who within a twelve month period are involved:

- At least once a week over the course of 1 month OR
- At least once a fortnight over the course of 2 months OR
- At least *once* a month over the course of 6 months

Volunteers engaged on a `short term' or `one off basis (i.e. the duration is less than the formula) are not required to automatically obtain a Suitability Card however the Bai Rui TKD reserves the right to request the member obtain a Suitability Card if it deems it necessary.

For the purposes of this policy volunteers within this organization include:

While Bai Rui TKD acknowledges that the *Commission for Children and Young Peoples Act* exempts parents involved in the same activity as their children requiring Suitability Cards when acting as volunteers, **it is the policy of Bai Rui TKD that all those acting as volunteers who comply with the above formula possess Suitability Cards.**

Policy for obtaining Suitability Cards

When obtaining/requesting a Suitability Notice members are to:

- Obtain an application form from the Commission for Children and Young people or the Member Protection Officer will complete the form as the Volunteer Co-coordinator and also site two forms of identification as nominated on the form.
- The Member Protection Officer shall then be responsible for forwarding the form to the Commission for Children and Young People for processing and entering the details of the applicant on the Volunteer Spread sheet I database. A copy of the application shall also be made and retained.
- Upon approval, the applicant shall receive their Suitability Card and the Member Protection Officer shall receive a copy. This is to be filed with the copy of the original application.

** Should a member's status change at any time regarding their criminal history and/or Suitability Card; the Member Protection Officer is to immediately be notified.*

Policy Implementation

This Child Protection Policy shall be effective from 01-01-06.

It shall be promoted through Instructors, coaches, officials, parents and careers and members of Bai Rui TKD.

Breaches

- 1) Matters coming to notice should be referred to the Executive of the Child Safety Committee. If they are able to be resolved at that level, then they should be.
- 2) A decision whether to advise the committee should be made. As a guide, the Committee needs advising if the matter is of the highest importance, or if the matter is beyond jurisdiction, or by lack of cooperation by members involved etc.
- 3) If referred to the Committee, early written advice is required. Recommendations are to be made by the Executive of Child Safety Committee. An explanation from the accused party should be included.
- 4) Parties are then to be advised of the results.

Penalties

- 1) Upon satisfactory evidence being produced, the Executive, or when delegated, may warn, suspend, or dismiss any member.
- 2) The Committee upon satisfactory evidence and where deemed prudent, shall counsel, warn, or suspend a member until an ultimate decision is made by the Executive. The member suspended shall be fairly informed of the reason for the suspension. No unnecessary delays shall be caused, where suspension is implemented, before a final decision is made on the matter causing suspension.
- 3) An instructor may counsel, warn or recommend suspension of a member to the Committee for breaches of the Child Safety Act.
- 4) Where any member is suspended from a club, no other club, student, or instructor shall allow that member to train, formally or informally at a club or otherwise.

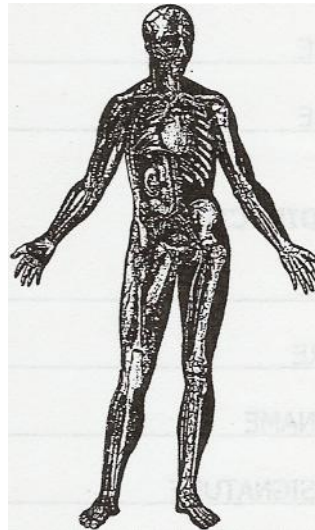
- 5) The member suspended from his club may, after a suitable period, have his case reviewed by his instructor and have a recommendation made to the Executive of the Child Safety Committee.
- 6) In the event of new evidence after the committee decision, a review by the committee should be held at the earliest convenience.

BAI RUI ACCIDENT AND/OR INCIDENT RECORD

Please ensure this form is **completed** in detail. Please use **back** of form if more space is needed. If the accident for a child is serious a Department of Communities **Form 25** must **also be completed** and sent **to** the Department **as soon as possible**.

DATE THE ACCIDENT/INCIDENT OCCURRED: _____ TIME _____
NAME OF CHILD OR STAFF MEMBER _____ AGE _____
DATE OF BIRTH _____

DETAILS OF WHAT HAPPENED _____ (Please show on diagram place of injury)



LOCATION OF ACCIDENT/INCIDENT

ACTION TAKEN STRAIGHT AWAY

FOLLOW UP ACTION TAKEN INCLUDING TIME

WHO IS REPORTING THIS INCIDENT/ACCIDENT

FULL NAME _____ POSITION

SIGNATURE _____ DATE _____

WERE PARENTS/NEXT OF KIN NOTIFIED PRIOR TO COLLECTION OF THEIR CHILD
(PLEASE CIRCLE)

YES NO

TIME PARENTS/NEXT OF KIN WAS NOTIFIED

OTHER WITNESSES

FULL NAME _____ SIGNATURE

FULL NAME _____ SIGNATURE _____

CENTRE DIRECTOR

FULL NAME _____ DATE

SIGNATURE _____

PARENTS NAME _____ DATE _____

PARENTS SIGNATURE _____