



# Victorian Association of Radio Model Soaring (VARMS)

## **Child Safe Policy September 2018**

### **1 Our commitment**

- VARMS is a club that always has and always will have the best interests of children at heart.
- VARMS is committed to providing a safe place for children where they can learn, create and enjoy themselves.
- VARMS has a zero-tolerance approach to any form of child abuse or harm

### **2 Definition**

- The words 'child' and 'children' in this policy refer to children and young people up to the age of 18 years.
- Abuse and harm include unintentional/accidental physical harm or abuse, psychological harm or abuse, cultural harm or abuse and sexual harm or abuse.

### **3 VARMS Child Safe Policy**

3.1 This Policy is approved by the VARMS Committee of Management and was unanimously endorsed by the Members General Meeting on Friday 14<sup>th</sup> September 2018. It is due to be reviewed on 14/09/2019.

It was developed in collaboration with all our members and applies to all members, children and individuals involved in VARMS.

3.2 We value diversity in all its forms and expressions and do not tolerate any discriminatory practices. We support the safety and participation of all children and their families. We welcome children with disability and their families and act to promote their participation

3.3 Working with Children Checks, briefings on this policy and following the VARMS Child Safe Code of Conduct are required for all members who have contact or responsibility for children. Any costs associated with Working with Children Checks will be paid for by VARMS.

3.4 The President and Secretary of VARMS have specific responsibility for responding to any complaints, reports etc arising from this Policy.

#### **3.5 VARMS Incident Reporting Procedure**

- If anyone becomes aware of an incident or allegation of abuse, the first step is to ensure that the child or children are safe and safe from any further abuse or harm.
- Contact the President or Secretary as soon as possible about any incident or allegation
- If the incident or allegation of abuse could involve criminal conduct, the matter will be immediately reported to Victoria Police and any other agency as required.
- All reports of child abuse will be treated as serious, whether they are made by an adult or a child.

- As soon as possible an Incident Report Form should be completed in collaboration with the President (or Secretary) and a copy forwarded to the Secretary (or President)

#### **4 VARMS Child Safe Code of Conduct**

All VARMS members are responsible for promoting the safety and wellbeing of children and young people.

Anyone who breaches this Code may be subject to disciplinary actions

All VARMS members agree to the following:

1. Comply with all relevant Australian and Victorian legislation and the VARMS Child Safe Policy
2. Raise concerns with the Secretary or President if any risks to child safety are identified
3. Listen to children and respond to them appropriately
4. Parents or other adults responsible for children are always required to attend and observe VARMS activities involving their children. The only exception to this is as per item 5.
5. From time to time VARMS may run a Committee approved structured activity or program where attendance by a parent or other adult responsible for a child for the duration of the activity may not be feasible. In this instance adequate measures will be implemented to ensure the VARMS Commitment to Child Safety is achieved.
6. Always observe boundaries with children.
7. Ensure any activity undertaken with a child can always always be seen by another adult.
8. Not condone or participate in behaviour with children that is illegal, unsafe or abusive
9. Never ignore or disregard any concerns, suspicions or disclosures of child abuse
10. Never exaggerate or trivialise child abuse issues
11. Never use hurtful, discriminatory or offensive behaviour or language with children
12. Never initiate unnecessary physical contact with children
13. Never develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
14. Never exchange personal contact details such as phone numbers, social networking details or email addresses with children
15. Never have unauthorised contact with children and young people online, on social media or by phone
16. Report and act on any behavioural complaints, concerns, allegations, disclosures or observed breaches regarding this Code of Conduct to the relevant person or authority as outlined in the VARMS Incident Reporting Procedure
17. Respect the privacy of children and their families by keeping all information confidential

#### **5 Monitoring and Records**

Appropriate accurate, confidential and secure records will be kept to ensure the effective implementation and review of this policy as required.

This Policy will be reviewed regarding form, content, implementation and effectiveness at least every 12 months

This Policy is based on:

- 'A Guide for Creating a Child Safe Organisation' (4<sup>th</sup> Edition 2018, ISBN: 978-0-9945296-6-4) issued by the Victorian Government Commission for Young People and Children, Level 18, 570 Bourke Street, Melbourne Victoria 3000. Available at [www.ccpv.vic.gov.au](http://www.ccpv.vic.gov.au). Phone (Free call) : 1300 78 29 78 Phone: (03) 8601 5281 Email: [contact@ccpv.vic.gov.au](mailto:contact@ccpv.vic.gov.au)
- MAAA MOP041 *Member Protection Policy* 12/10/16  
<https://www.maaa.asn.au/images/pdfs/mops/MOP041-Member-Protection-Policy.pdf>