ARCHERY SA
CHILD SAFE ENVIRONMENT POLICY

Effective May 2022

Endorsed:

Policy Review: As per the Children and Young People (Safety) Act (s. 115) the review of this policy will occur in 5 years' time, or no later 30 May 2027. A new compliance statement will be lodged with the Department of Human Services each time the policy is reviewed/updated.

1. PURPOSE

ARCHERY South Australia Statement of Commitment to Child Safety

Children and young people who participate in the sport of archery in South Australia have a right to feel safe, be treated with respect and protected from harm.

1.1 ARCHERY SA is committed to:

i. the safety and well-being of ~~all~~ children and young people taking part in all ARCHERY SA activities.

ii. the welfare of children in our supervision is our priority. We aim to create a child safe and friendly environment where all children are valued and feel safe.

iii. supporting and developing each child's abilities and skills in the sport of archery and para-archery.

iv. developing policies and procedures to support our commitment to child safety and to manage our legal compliance and any issues that may arise in a timely manner.

2. CONTEXT

This policy reflects the commitment of ARCHERY SA and its Member Clubs to provide a safe environment where everybody has the right to be treated with respect and kept safe from harm.

It has been written to underpin the commitment of ARCHERY SA to the safety and wellbeing of children and to articulate our obligations under the applicable child safety laws.

This policy aligns with the National Principles for Child Safe Organisations and reflects the SA legislative context.

In creating a child safe environment, ARCHERY SA observes the provisions set out in the Children and Young People (Safety) Act 2017 (SA), and the Child Safety (Prohibited Persons) Act 2016 (SA).

3. DEFINITIONS

In addition to terms defined in the overarching ARCHERY SA Member Protection Policy 2021 the following words in relation to children's wellbeing and protection have the corresponding meaning:

ARCHERY SA-is the governing body for archery in South Australia. In this context ARCHERY SA is the representative governing body for archers affiliated with Archery Australia and World Archery.

Child is a 'person under 18 years of age' as per the Safety Act.

Harm as defined in Section 17 of the Safety Act means physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental, or emotional abuse or neglect.

Mandatory Notifiers means people specified under the Safety Act to report to the Department for Child Protection if they suspect on reasonable grounds that a child is, or may be at, risk and this suspicion is formed in the course of their work (paid or unpaid).

Prescribed Position means a position:

• in which a person works, or in the ordinary course of his or her duties, it is reasonably foreseeable that a person in that position will work, with children and/or young people.

• set out in the Prohibited Persons Regulations 2019 (SA).

Prohibited Persons Act means the Child Safety (Prohibited Persons) Act 2016 (SA), being the South Australian legislation regarding Working with Children Check requirements.

Risk as defined in Section 18 of the Safety Act. This includes that a child or young person will be taken to be at risk if:

(a) the child or young person has suffered harm (being harm of a kind against which a child or young person is ordinarily protected);

or (b) there is a likelihood that the child or young person will suffer harm (being harm of a kind against which a child or young person is ordinarily protected).

Safety Act means the Children & Young People (Safety) Act 2017 (SA), being the South Australian Child Protection Legislation.

4. SCOPE

4.1 This policy seeks to:

i. demonstrate ARCHERY SA's proactive and preventative approach to upholding its commitment to the safety, wellbeing, participation and empowerment of all Children accessing the ARCHERY SA and its affiliate clubs in programs, services and facilities;

ii. respond to allegations of prohibited and reportable conduct and to implement a commitment to Child safety and child safe practices, including recruitment and screening of people that have contact with Children.

iii. outline prohibited conduct and impose obligations on persons bound by this Policy,

iv. ensure that persons bound by this Policy are aware of their legal and ethical rights and responsibilities as well as the standards of behaviour expected of them; and,

v. give effect to the Commonwealth Child Safe Framework, including the National Principles for Child Safe Organisations and the South Australian Children and Young People (Safety) Act 2017

4.2 This policy applies, from the date of endorsement to all people working or supervising in any voluntary or paid position for ARCHERY SA including:

i. ARCHERY SA Board Members and Office Bearers

ii. ARCHERY SA volunteers,

iii. ARCHERY SA contractors, site users and grant recipients who have agreed to be bound by this Policy.

iv. any other individual or organisation who has agreed to be bound by this Policy.

4.3 ARCHERY SA will consider this Policy when developing, designing and managing other policies and programs to ensure they promote children's rights and include relevant child safety considerations.

5. CHILD SAFETY AND PROTECTION OBLIGATIONS

South Australia requires individuals who work or volunteer with children in sport to report any suspicions they may have that a child or young person is at risk of harm.

Therefore:

5.1. Persons bound by this Policy must:

i. treat all Children with respect;

ii. comply with the Child Safe Practices.

iii. comply with the Australian National and State Child Protection Legislation.

iv. if undertaking, managing or supervising Child-related archery activities such as coaching, familiarise themselves with the mandatory reporting requirements in South Australia governed by the Safety Act (2017) and comply with those legislative requirements

v. if undertaking, managing or supervising archery activities or any activities with children on behalf of ARCHERY SA or their Member clubs have completed a 'not prohibited' Working With Children Check (WWCC) through the Department of Human Services, South Australia.

vi. If suspecting, on reasonable grounds, that a child or young person is being harmed or at risk of harm, must contact the Child Abuse Report Line on 13 14 78 without delay to report their concerns.

vii. If suspecting that the Child or Young Person is in immediate danger or in a life-threatening situation, contact the Police and/or Ambulance immediately by calling 000.

5.2 ARCHERY SA and its Member clubs and members, are committed to:

i. implementing the South Australia Child Safe Environment Regulations and Protection legislation.

ii. providing information and education on child protection to those involved in the club and/or association, including officials, players and parents.

5.3 ARCHERY SA and its Member clubs shall fulfill requirements by Law:

i. All clubs and associations must ensure that all people that they engage in a prescribed role have a 'not prohibited' WWCC.

ii. All clubs and associations must screen and select any person whose role require them to have direct access to children. This includes ensuring that all volunteers and/or paid employees in these roles have a Working with Children Check (WWCC) through the South Australian Department for Human Services Screening Unit

iii. No club or association is to engage a person that does not have a WWCC or is prohibited from working with children. This is a requirement by law and a maximum of $120,000 penalty applies.

v. Protect the privacy of any person who is screened and the confidentiality of any information obtained through the screening process.

vi. Support and encourage anyone who suspects, on reasonable grounds, that a child or young person is being harmed or at risk of harm , to contact the Child Abuse Report Line on 13 14 78 without delay.

The State of South Australia requires by law all individuals, who work in sport, to report any suspicions they may have that a child or young person is at risk of harm.

5.4 Child Safe Environments Compliance

Under the Safety Act, relevant organisations affiliated with Archery South Australia: with significant membership of, or engagement with, Children and Young People; or who provide coaching to Children and Young People, must:

i. prepare or adopt policies and procedures designed to ensure that safe environments for Children and Young People are established and maintained;

ii. lodge or have Archery South Australia lodge on its behalf, a statement with the Department of Human Services certifying that these child safe environment policies and procedures are in place for affiliated clubs.

5.5 The adoption and implementation of the ARCHERY SA Member Protection and this Child Safe Environments Policy will assist relevant organisations affiliated with Archery South Australia meet their legal obligations.

i. To be included in the Archery South Australia Child Safe Environments Compliance Statement, relevant organisations affiliated with Archery South Australia must provide the required ratification of compliance with these policies via notification to ARCHERY SA, that they have accepted this Child Safe Environment Policy.

ii. Any decision made by an affiliated club not to be included in ARCHERY SA compliance statement, means that the relevant organisations will need to lodge a compliance statement of its own, separately, and independently from ARCHERY SA, confirming its compliance (assuming appropriate compliance steps have been taken). Failure to lodge a compliance statement can result in a fine up to $10,000.

6. WORKING WITH CHILDREN CHECKS

6.1 The Child Safety (Prohibited Persons) Act 2016 requires people working or volunteering with children in South Australia to have a valid Working with Children Check prior to commencing working with children and young people.

6.2 A Relevant Person who works in a Prescribed Position must have a valid 'not prohibited' Working with Children Check.

6.3 A Relevant Organisation can only appoint or continue to appoint a Relevant Person in a Prescribed Position if:

(a) they have verified that the Relevant Person has had a Working with Children Check conducted in the last 5 years,

and (b) that the person is not prohibited from working with children.

6.4 The Prohibited Persons Act requires organisations to contact the Central Assessment Unit (Department of Human Services Screening Unit) if

(a) they become aware of any assessable information in relation to the person.

(b) they become aware that the person is prohibited from working with children under a law of the Commonwealth or of another state or territory.

(c) they become aware that the person is (or becomes) a registrable offender under the Child Sex Offenders Registration Act

2006.

(d) the person makes a disclosure to the employer under section 66 of the Child Sex Offenders Registration Act 2006.

7. MANDATORY NOTIFIERS

Mandated notifiers are required by law to notify the Department for Child Protection via the Child Abuse Report Line (CARL), Phone: 13 14 78, if they suspect on reasonable grounds that a Child is, or may be, at risk and the suspicion is formed in the course of the person's work (whether paid or voluntary) or in carrying out official duties.

7.1 Under the Safety Act, the following people are mandated notifiers:

(a) medical practitioners

(b) pharmacists

(c) registered or enrolled nurses

(d) dentists

(e) psychologists

(f) police officers

(g) community corrections officers under the Correctional Services Act 1982

(h) social workers

(i) ministers of religion

(j) employees of, or volunteers in, an organisation formed for religious or spiritual purposes

(k) teachers employed to teach in a school, pre-school, or kindergarten

(l) employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, childcare, or residential services wholly or partly for children and young people, being a person who:

(i) provides such services directly to children and young people or

(ii) holds a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.1

(m) an officer or employee of a prescribed organisation (as per section 114, of the Safety Act) who holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of services to children.

7.2 By way of general guidance, reporting obligations arise where there is "a reasonable suspicion" that a Child may be "at risk".

8. RECRUITMENT PRACTICES

8.1 Working with Children Checks

South Australia has introduced stronger, more effective, and transparent screening laws for people working or volunteering with children. The new laws mean that, from 1 July 2019, everyone working or volunteering with children must have valid child-related screening.

The Working With Children Check (WWCC) is required under legislation

The new Working With Children Check (WWCC) introduced from 1 July 2019 replaces the current system.

Changes include:

- WWCCs replace all other types of child-related employment screening checks.
- People can apply for their own WWCC, to help them be job-ready

- Only the South Australian Department of Human Services (DHS) Screening Unit can do a WWCC.
- A WWCC is valid for five years and is portable across organisations and roles in South Australia.

There are transitional arrangements to make it easier for people to move to the new scheme:

- All current, valid DHS/DCSI child-related employment screening clearances will be recognized as WWCCs under the law, until they expire.
- Certain industries will have staggered entry times to the new scheme, to help them transition smoothly.
- National Police Certificates assessed by organisations are valid for working with children until 1 July 2020.
- Organisations can also require a National Police Check (which provides criminal history information) for people working or volunteering with children in addition to the WWCC but the NPC is not required under legislation.

Guidance for Archery SA

It is recommended by the Department of Human Services (DHS) that each club register as an organisation with the DHS of Human Services for the purpose of managing WWCC held by their members.

For Organisations:

i. This will make it possible for organisations to apply for a check on behalf of a person who will be working or volunteering with children.

ii. The Department of Human Services requires organisations to be registered with the Screening Unit. Archery clubs need to register only once.

iii. the Board or a Management Committee of member clubs may decide how to manage their registration with the screening unit in order to make undertake and manage the WWCC of its volunteers.

A board or management committee may be liable if they do not manage the WWCC of its volunteers or employees.

For Individuals

i. WWCC screening can be completed by the individual online at the Department for Human Services portal. At the completion of the application

the individual would receive a reference number, this number is provided to the club and/or association that the individual is working at (paid or volunteer).

ii. On receipt of the reference number, the organisation should go to the website and confirm that the person has a WWCC.

iv. ARCHERY SA and its Member clubs can provide ongoing support and awareness by accessing the relevant organisations regarding working with children checks WWCC and mandated notifications with Child Protection.

9. YOUTH PARTICIPATION AND PERFORMANCE

9.1 ARCHERY SA encourages and respects the views of children and young people who take part in ARCHERY SA activities at any level. We listen to and act upon any concerns that children, young people and\or their families raise with us, and invite them to contribute to activities designed for them to promote safe and enjoyable participation in the sport.

9.2 ARCHERY SA will ensure that all our employees and volunteers who work with children have ongoing supervision, support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child safe environment in our sport.

ARCHERY SA will incorporate mandatory training such as “Safe environments: Through their eyes training” provided by Humantix as an example. As part of our volunteer onboarding process ARCHERYSA will distribute the mandatory information notification booklet provided by DHS website “Safe Environments for Children and Young People” or similar documentation to new volunteers and at renewal of working with children checks.

9.3 ARCHERY SA encourages the participation of children and young people from diverse backgrounds and abilities. ARCHERY SA Member clubs will take the appropriate steps to understand the learning needs and abilities of a young people within the requirements of the sport. Archery is a specific activity requiring strength and focus, so instructors and coaches will support the development of these attributes.

9.4 ARCHERY SA actively promotes youth participation in events. Whilst rules and scoring are adapted to meet the capabilities and skills of youth

members, a key tenet of archery competition is that all members youth and adult participants are able to actively engage in the sport together.

10. YOUTH FEEDBACK AND GOVERNANCE

10.1 ARCHERY SA engages youth in a variety of ways. ARCHERY SA has established an Independent committee for youth. The committee hosted by the youth co-ordinator and is chaired by an elected youth member. The purpose of the committee to provide a forum for youth to discuss issues regarding the running of archery and youth issues and a channel for that feedback to be provided directly to the board. The committee then presents issues to the board on a monthly basis. These issues are presented by a rotation of elected youth delegates.

10.2 **Youth Co-Ordinator**. The youth co-ordinator is a board appointed position to act as an information point for all issues relating to your participation in archery. The role entails actively engaging youth through face to face involvement in archery events. Co-ordination communications through social media channels and organising youth events. These include an annual camp, youth events and support for youth during events.

The Youth co-ordinator also acts as an information point for Parents and other care givers on questions of concerns.

11. RISK ASSESSMENT AND MITIGATION

11.1 Risk Management

Refer to Appendix 3 for detailed Risk register.

a. Archery South Australia takes a risk-based approach to ensure that all activities are child safe and will undertake risk assessments for any activity that may involve contact with children.

b. The risk assessment will consider:

(i) the contact (with Children) and levels of direct supervision.

(ii) the risk factors.

(iii) the mitigation factors.

(iv) the management strategies.

c. ARCHERY SA will undertake an Annual Risk Assessment in relation to Child safety activities to identify the level of responsibility for and contact with Children, evaluate the risk of harm and put in place appropriate strategies to manage identified risks.

d. Further risk assessments will be conducted as directed by the Executive and/or a change in ARCHERY SA programs and operations.

11.2 Interaction with Children

i. Teaching children archery will only occur with the consent and supervision of a parent or guardian.

ii. ARCHERY SA recommends to its affiliated clubs that appropriate steps be taken to understand the capacities and limitations of children attending archery lessons with the view to protecting the learner's health and wellbeing whilst not discriminating against perceived or stated limitations.

iii. Instructors, coaches and organisers of teaching and supervising children are to abide by the ARCHERY SA Code of Conduct

11.3 Managing complaints

i. ARCHERY SA will manage complaints as outlined in the Child Safe Procedure – Appendix B

ii. Complaints may be Child-initiated or adult-initiated and ARCHERY SA encourages people to raise concerns to address the needs and safety of children.

iii. Complaint Handling and Responding to child and youth harm allegations and reporting specifically addressing the role of Children in the complaints and concerns management process.

11.4 Historical complaints

ARCHERY SA is committed to responding to current and historical Child abuse allegations and will cooperate with external investigations regarding current and historic complaints.

11.5 Record Keeping

Record keeping and information sharing ARCHERY SA will comply with the Archives Act for records relating to Children. The ARCHERY SA will share information when

requested provided it is consistent with the protected disclosure, freedom of information and privacy requirements of the ARCHERY SA, Archery Australia and applicable legislation.

11.6 Taking images of children

i. There is a risk that images of children may be used inappropriately or illegally. ARCHERY SA requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should also make sure the parent/guardian understands how the image will be used.

ii. To respect people's privacy, we do not allow camera phones, videos, and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our sport.

iii. When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent/guardian. We will not provide information about a child's hobbies, interests, school, or the like, as this can be used by paedophiles or other persons to "groom" a child.

iv. We will only use images of children that are relevant to our sport and we will ensure that they are suitably clothed in a manner that promotes participation in the sport. We will seek permission from the parents/guardians of the children before using the images. We require our member associations and clubs to do likewise.

12. COACHING AND SUPERVISION OF CHILDREN

ARCHERY SA recommends that affiliated clubs adopt the following policies with regard to children attending organised training and events:

i. conducting and coaching of archery training courses falls is under the responsibility of ARCHERY SA Member clubs.

ii. The parents/legal guardians of every child or young person under the age of 16 years who is attending a beginners archery course, Come & Try archery session, beginners coaching session or event, are responsible for supervising their child's participation. Archery coaches and organisers in beginners'

courses are coaches only assisting children to learn the skill of archery. Coaches and instructors are unable to 'mind' or supervise children whilst teaching archery.

iii. Intermediate and Advanced Archers

a. the responsibility for the teaching and coaching of individual (or groups of) intermediate, advanced and promising archery athletes who are under the age of 18 should lays with the archery club to which the archer belongs, their coaches and the child and the child's parent/guardians.

b. During these arrangements it is not necessary that the parent/guardians be present unless required to be, and/or at the request of the young person. However, if a parent/guardian needs to leave their child, and it is appropriate to do so with the consent of their child,

iv. **The parent/guardian must**

a. notify the coach, junior coordinator, and/or field captain of their club that they will be leaving their child at the club for the duration of the coaching session.

b. ensure that the coach, coordinator and/or field captain, and the club have contact details of at least one parent/guardian as well as an alternative contact in the event of an emergency in the parent/guardian's absence, including a delayed pick-up.

c. have the contact details of the coach, coordinator and/or field captain for contact if delayed or other reason that prevents a timely pick-up with clear instructions as to Child pick-up/take-home policy what the child should do.

c. must ensure that the Coach, coordinator and/or field captain is advised that a timely pickup will not occur and what the alternative for the child will be.

13. YOUTH CAMPS AND SOCIAL ACTIVITIES

ARCHERY SA youth coordinators and coaches may offer young archers' opportunities to participate together in social activities that are adjunct to an archery event program. In these programs:

i. ARCHERY SA commits that the ARCHERY SA youth coordinators and other qualified coaches and officials, will attend and supervise youth camps and social events.

ii. ARCHERY SA is committed to abiding by all safety and behavioural codes outlined by this policy, the member protection policy and the ARCHERY SA code of conduct at all times.

iii. ARCHERY SA advises that transportation of participant to and from such events is the responsibility of the parent/guardians. Coaches and officials are not to be transporting young people who are not their own children except in exceptional circumstances and/or with prior request and consent of the parent/guardians.

14. SOCIAL MEDIA

Social media is changing the way we communicate

Refer to the ARCHERY SA Social Media Policy here:

This policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. This policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

This policy assists to establish a culture of openness, trust and integrity in all online activities related to ARCHERY SA.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

Regarding children and social media, all permission regarding postings about children and by children on social media are under the guidance of the children's parents. Permission must always be asked.

APPENDIX 1:

FURTHER INFORMATION

If your club or association requires any further assistance regarding this document or the requirements outlined in this document, please contact the Secretary or the Member Protection Information Officer of Archery South Australia.

Further Information can also be gained by clicking on the links below;

Office for Recreation and Sport
https://ors.sa.gov.au/sport_and_recreation/child_safety_and_member_protection/create_a_child_safe_environment

Department of Human Services - Working with Children Checks

https://screening.sa.gov.au/types-of-check/new-working-with-children-checks

Department of Human Services – Child Safe Environments

https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments

Play by the Rules

https://www.playbytherules.net.au/got-an-issue/child-safe-sport/child-safe-sport-in-each-state-or-territory

APPENDIX 2:

CHILD SAFE PROCEDURE - COMPLAINT HANDLING AND RESPONDING TO CHILD HARM AND RISK OF HARM ALLEGATIONS AND REPORTING:

DO

- listen carefully
- control your verbal and facial expressions.
- tell them you believe them
- reassure them that they have done the right thing by telling you.
- acknowledge it is hard to talk sometimes, reassure them that they are not to blame,
- tell them what you will do next
- let them know you want to protect them and will need to tell someone else who will be able to help
- if you cannot answer a question they have, tell them you don't know but will talk with the right people to get them help,
- let them know you are there for them and they can trust you
- make written notes about what they told you and contact child protection agency

DO NOT

Do not pressure the Child for information or quiz/question them for details beyond what they freely want to say.

Do not express anger about the alleged abuser – they may be an adult the Child loves.

Do not confront the alleged abuser.

Do not make promises you cannot keep – such as promising you will not tell anyone

APPENDIX 3:

RISK MANAGEMENT PLAN:

Identified Risks	Actions
Culture of organisation is not child-safe focussed	Child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs, is circulated to staff and volunteers and is displayed in public places. Refer to Section 5 of this document for more detail.
The organisation's current code of conduct is not role related, targeted to Archery SA, or is not circulated to or understood by staff and volunteers	ARCHERY SA meets the requirements of the Children and Young People (Safety) Act 2017 (which mandates child safe environments) and the Child Safety (Prohibited Persons) Act 2016 (which mandates Working with Children Checks). Refer to Section 5 of this document for more detail.

Children/young people do not feel included	Strategies are in place to make sure that child safety (through the National Principles for Child Safe Organisations) are embedded across the organisation. ARCHERY SA through our Youth Coordinator and youth committee, provide a framework to engage youth and provide a voice to youth members through direct engagement with the ARCHERY SA board.
Children/young people and their families are not supported to report concerns, complaints and feedback	ARCHERY SA uses inclusive, developmentally- appropriate language and resources to help children/young people to feel valued, respected and included
Children/young people are physically touched by staff/volunteers to correct technique	Where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding
Organisational staff (including employees and volunteers) harm children/young people	Support through training and supervision is provided to organisational staff (including employees and volunteers) through initial job training as well as supervision in provision early stage execution of their role. Re accreditation is undertaken every 3 years to ensure continuous education
Third party contractors (while delivering services for the organisation) harm children/young people	Working with Children Checks (WWCC) are undertaken to make sure that people working with children and young people are assessed as suitable. Those who are not suitable ('Prohibited' WWCC) cannot work with children and young people in our organisation.
Children/young people are not supported when harm occurs	Recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed with our organisation is completed

Recruitment of a 'prohibited person' within ARCHERY SA or contracting with a third party that does not have a Working with Children Check (WWCC) or a child safe environments compliance statement	Archery SA staff (including employees and volunteers and Contractors) working with children and young people with disability must hold a valid Working with Children Check (WWCC) even if they are working with children and young people less than 7 days a year.
Allowing a person to work with children or young people while the WWCC is being processed	Organisations are required to comply with the *Child Safety (Prohibited Persons) Act 2016* and regulations. Any person who works in a prescribed position must have a Working with Children Check (WWCC) unless they are subject to an exclusion.
Organisational staff (including employees and volunteers) do not understand their obligations to report harm and risk of harm to the Child Abuse Report Line and SA Police if child/young person is at immediate risk or requiring an internal reporting process before meeting legal obligations to report to CARL	Working with Children Checks (WWCC) are undertaken to make sure that people working with children and young people are assessed as suitable. Those who are not suitable ('Prohibited' WWCC) cannot work with children and young people in our organisation.
Use of power to hurt, scare or control children/young people	If children and young people are harmed, we support them and their families by through defines processes and procedures as defined in our member protection policy for reporting and responding to harm/risk of harm procedure which clearly sets out the process for reporting to CARL and connecting those impacted with appropriate support services
Children/young people are transported between different environments eg coaching rooms to sporting events	If child/young person not collected by parent/guardian at end of training, two adults are to stay with child/young person until they are collected
Children/young people are provided with unsupervised services	Our child safe environments policies and procedures (including Code of Conduct) are made available to staff, volunteers, children, young people and their families. These policies are published on the ARCHERY SA website

ARCHERY SA holds overnight and/or off-site activities with children/young people Child safe environments compliance statement is not lodged with the Department of Human Services	For overnight activities (e.g. camps and excursions), children and young people must be supervised by a minimum of 2 adults of the same gender
Taking images of children and young people	When taking images of children and young people, must have consent of child young person and parent/guardian consent required. ARCHERY SA Maintains a register of consent to ensure compliance.
Physical environment	ARCHERY SA staff (including employees and volunteers) undertake "Safe environments – through their eyes' training" training to understand their obligations to report harm and risk of harm
Online communications between staff/volunteers and children/young people	All ARCHERY SA staff (including employees and volunteers) are required to read the Child Safe Environments Policy, Code of Conduct, Child Safe Environments Mandatory Notification Information Booklet and undertake child safe e-learning modules in the first week of working with the organisation, and then again each time they are required to renew their working with children check [2]https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/resources-for-creating-a-child-safe-environment-policy.
Protecting privacy and confidentiality	ARCHERY SA abides by our published Privacy Policy. Published on the ARCHERY SA website.
Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence.	ARCHERY SA through or Member Protection policy Published on the ARCHERY SA website documents procedures.