

PLEASE RETAIN THIS DOCUMENT

Introduction

Children taking part in SWOC activities, are entitled to participate in an enjoyable and safe environment. SWOC has developed a *Child Protection Policy* to safeguard their interests. This document summarises how we care for children and conduct ourselves. The full Policy can be downloaded from the SWOC website: swoc.com.au.

Everyone taking part in SWOC activities that involve children, must comply with the codes of conduct in this document.

Terminology

- A *child* is a person under the age of 18 years.
- *WWC Act* means the *Working with Children (Criminal Record Checking) Act 2004*.
- *Parent* includes *guardian* or other adult with responsibility for a child.
- *Protective behaviours* refers to the principles of child safety recommended by the organisation, Protective Behaviours WA Inc, (used by schools).

Complying with WWC Act

We comply with the requirements of the Working with Children (Criminal Record Checking) Act 2004. This Act applies to people whom SWOC has asked to perform duties that involve working with children. These include some members of committee, children's supervisors, event managers, musical directors, directors, choreographers and dressers.

Caring for children

1. We are concerned for the welfare of children in our care and take reasonable steps to protect children from harm, discrimination and degrading treatment and to allow them to participate in SWOC's activities in a happy, safe and fair environment.
2. We appoint a Child Protection Officer who is responsible for child protection matters.
3. We respect the two basic principles taught by Protective Behaviours WA Inc that:
 - a. we all have the right to feel safe at all times; and
 - b. we can talk with someone about anything, no matter what it is.
4. Where practical, we provide separate change facilities for adults and children. If change rooms must be shared, we provide supervision.
5. We keep a record of any medical concerns relating to children in our care and take account of them there if a medical incident,
6. In an emergency, we will attempt to contact a parent but if we cannot we will act in what we consider to be the best interest of the child.
7. We may withdraw a child from a SWOC activity because of illness, misadventure or misbehaviour and ask a parent to collect the child. If we cannot contact a parent, we will act in what we consider to be the best interest of the child.
8. We keep written reports of any incidents or injuries that occur during SWOC activities.
9. We provide personal accident insurance for junior members of SWOC during SWOC activities.

Parental consent

1. We obtain written consent for us to act in place of the parent in the case of first aid or an emergency.
2. We obtain written consent to use appropriate and relevant images of junior members in SWOC publications and publicity material.

Code of conduct for children and parents

1. We expect children to be well behaved and respectful to adults and each other.
2. We expect children to remain within supervised areas unless given permission by the nominated supervisor to leave.
3. Parents, or people delegated by them, are responsible for dropping off and picking up their children at the designated places and times for SWOC activities. If this is not possible, parents must contact us to tell us what alternative arrangement has been made.

Code of conduct for adults

All adults taking part in SWOC activities that involve children, must comply with the following code of conduct.

1. Adult interactions with children shall be safe, respectful and appropriate for the ages of the children. Adults shall treat children fairly and shall not bully or intimidate them.
2. Adults shall not do things of a personal nature for a child that the child can do for themselves.
3. The protective behaviours principle of Safe Touch between adults and children shall be followed at all times (i.e. only public areas of the body may be touched and only with the child's permission in the presence of another adult).
4. Adults shall not say anything to a child in private that they would not be prepared to say in public.
5. When children are present or in earshot, an adult shall not make sexual references, or engage in activities that could be considered inappropriate for children.
6. An adult shall not remain alone with a child out of sight of others and shall take prompt action to remedy the situation if it occurs.
7. Except with the prior consent of the child's parent, an adult shall not transport or accompany a child alone.
8. Adults may correct inappropriate language and behaviour by children. If prolonged intervention is required it should be carried out by a person whom SWOC recognises as complying with the WWC Act.
9. If an adult observes behaviour by a person that is inconsistent with this code of conduct, the observer should politely remind the person of the requirements of the code. If the behaviour persists, the matter shall be referred to a member of the SWOC committee for action.
10. An adult who suspects or becomes aware of allegations of child abuse related to SWOC activities must advise a SWOC committee member immediately. The matter will then be handled in accordance with this Policy. The adult may also choose to report the matter directly to the Department of Communities; or to the WA Police.
11. If a child is distressed or in imminent danger, or in the case of emergency, an adult may take whatever action is considered necessary in the best interest of the child. If the action taken is inconsistent with other requirements of this Policy, the incident must be reported to a SWOC committee member as soon as possible and details recorded on an Incident Report Form.

References

While it is not the role of SWOC to teach *Protective Behaviours*, a summary of these behaviours can be found in the full policy or visit: www.protectivebehaviourswa.org.au/what-we-teach .

Adults are encouraged to familiarise themselves with the Department for Communities' procedure for dealing with a child's disclosure of possible abuse. For a description of the process see the full policy or visit the Department of Communities' website: www.childprotection.wa.gov.au *What to do if you are concerned that a child is being abused or neglected.*