



# **Child Safeguarding Policy**

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Controlling Body                Western Australian Karate Federation Board



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## 1 Introduction

The Western Australian Karate Federation (WAKF) supports and respects the individual needs of all children and is committed to the safety, wellbeing, and empowerment of all children involved with all WAKF programs and services. The WAKF actively promotes diversity and tolerance throughout the association and welcomes participants from all backgrounds, including indigenous children from culturally and linguistically diverse backgrounds and children with disabilities.

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

The WAKF also seeks to ensure that applicable persons are aware of their key legal and ethical responsibilities and the standards of behaviour expected of them.

## 2 Purpose

The purpose of this policy is to establish a framework for delegating authority within the Association and ensure that the finances of WA Karate Federation (WAKF) are managed, documented and authorised in a responsible manner.

The WAKF will ensure that the actions of the Board and staff comply with the statutory and financial requirements of the Western Australian Government on child safety. This policy is consistent with the National Principles for Child Safe Organisations.

This policy is the overarching Child Safeguarding Policy. This policy is enabled by

- WAKF Working with Children Check Screening Policy and Procedure.
- WAKF Operational Plan, including implementing actions from the National Principles for Child Safe Organisations.

This Policy shall override any requirements of the Child Safeguarding Policy included in the AKF Member Protection Policy, including on reporting child abuse for application for the WAKF in Western Australia.

## 3 Definitions and Interpretations

- **Child / Children** means a person who is under the age of 18.
- **Child abuse** 'constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power'.<sup>1</sup> Types of child abuse

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<sup>1</sup> [https://www.who.int/violence\\_injury\\_prevention/violence/global\\_campaign/en/chap3.pdf](https://www.who.int/violence_injury_prevention/violence/global_campaign/en/chap3.pdf)

include physical abuse, psychological or emotional abuse, neglect, sexual abuse and exposure to family violence.<sup>2</sup>

- **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.
- **Key Volunteers** means Board Directors, State Coaches, State Team Managers, Referees and Tournament Directors.
- **Member** means a member of WA Karate Federation defined under Rule 5 of the Constitution.
- **Member Protection Information Officer (MPIO)** means a person appointed by the WAKF Board to be the first point of contact for a person reporting an issue or a complaint under, or a breach of, this Policy.
- **Paid Work** refers to the transfer of money as compensation or recompense for work done or services rendered
- **Screening Check** refers to the process outlined in the WAKF Screening Procedure to determine whether a person is suitable for the position of the application.
- **Unpaid Work / Voluntary Work** refers to voluntary work is where an individual receives no financial reward or remuneration.
- **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*.'<sup>3</sup>
- **WWC Act** means to the *Working with Children (Criminal Record Checking) Act 2004*.

## 4 Policy Scope

This Policy applies to anyone involved with the Western Australia Karate Federation, including but not limited to the following people whether they are in a paid or unpaid/voluntary capacity with the WAKF.

- Persons appointed or elected to boards, committees and sub-committees;
- Employees, contractors and volunteers of the WAKF;
- Support personnel appointed or selected to teams and squads (e.g. managers, chaperones, physiotherapists, psychologists, masseurs);
- Coaches and assistant coaches;
- Participants.

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<sup>2</sup> <https://aifs.gov.au/cfca/publications/what-child-abuse-and-neglect>

<sup>3</sup> <https://workingwithchildren.wa.gov.au/about>

- Referees and other officials involved;
- Members;
- Personnel participating in events and activities, including camps and training sessions, held or sanctioned by the WAKF; and
- Any other person, including spectators, parents/guardians.

This Policy applies to behaviour occurring during WAKF business, activities, competitions and events.

## **5 Policy Requirements**

### **5.1 Codes of Behaviour**

The WAKF aims to ensure that all board members, employees, contractors, volunteers and members understand their role and the behaviour that we expect in relation to working with children and protecting them from abuse and neglect. This includes:

- Promotion and distribution of Codes of Behaviour that establish the conduct that is expected of adults when they deal and interact with children involved in our sport, especially those in our care.
- Our key volunteers, contractors and employees acknowledge, in writing, that they have read, understand and are committed to the Codes of Behaviour

### **5.2 Volunteers, Contractors and Employee Suitability**

The WAKF will provide the applicant with information regarding the screening process and the specific criteria for the position in accordance with the requirements of the WWC Act when seeking nominations or expressions of interest for appointments (paid or voluntary).

### **5.3 Education and Induction**

The WAKF will make this policy available to all relevant persons. Ongoing education and support and supervision are essential to ensure that all applicable persons understand that child safeguarding is everyone's responsibility.

Educating relevant persons on the requirements of this Policy (and supporting policies and procedures) will assist with compliance.

The WAKF induction process shall include outlining requirements and expectations in relation to child safeguarding will be provided to relevant persons, including key volunteers.

### **5.4 Responding Appropriately to Suspected Child Abuse**

The WAKF will ensure that all our key volunteers, contractors, employees, and members are supported to respond appropriately to children at risk of harm and that



they 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.

Responsibilities include:

- Volunteers, contractors and employees meet all legislated mandatory reporting requirements (where applicable)
- Volunteers, contractors, employees and members understand the reporting process.
- Volunteers, contractors, employees and members understanding that failure to report is considered serious misconduct.

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 us in accordance with the Member Protection Policy. WAKF will document any allegation, disclosure or concern regarding Child abuse and document responses to all allegations, disclosures or concerns.

## **6 Responsibilities**

WAKF staff, board, members and volunteers will, within their areas of responsibility and resources, take all reasonable steps to understand and adhere to this policy.

## **7 Policy Breaches**

The WAKF will take all breaches of the Policy seriously and 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.

## **8 Monitoring and Evaluation**

The Western Australian Karate Federation will regularly evaluate this Policy and make revisions to ensure it reflects the needs of members. This Policy will be reviewed as required, at an indicative frequency of two years.

Recommended changes to this Policy may be submitted to the Western Australia Karate Federation for consideration. Management will review the recommendations and forward to the Western Australia Karate Federation Board who have the authority to make any changes to this Policy.

Should changes be accepted, the Policy would be updated, dated and circulated to members.

## **9 Relevant Policies and Forms**

Related Western Australia Karate Federation documents include the following:

- WWC Check Screening Policy
- WWC Check Screening Procedure
- Member Protection Policy
- State Team Policy and Guidelines
- Code of Behaviours
- WWC Check Authorised Positions – Roles and Responsibilities

## 10 References

This Policy is based on the following documents:

- <https://aifs.gov.au/cfca/publications/what-child-abuse-and-neglect>
- [https://www.who.int/violence\\_injury\\_prevention/violence/global\\_campaign/en/chap3.pdf](https://www.who.int/violence_injury_prevention/violence/global_campaign/en/chap3.pdf)
- <https://aifs.gov.au/cfca/publications/what-child-abuse-and-neglect>
- <http://www.familycourt.gov.au/wps/wcm/connect/fcoaweb/reports-and-publications/publications/family+violence/exposure-to-family-violence-and-its-effect-on-children>
- <https://workingwithchildren.wa.gov.au/resources/publications/glossary/#childrelatedwork>
- <https://childsafe.humanrights.gov.au/national-principles/download-national-principles>
- Working with Children Check Screening Unit Compliance Toolkit for Sport and Recreation – WWC Check Policy Template
- Volleyball WA Child Safeguarding Policy
- Working with Children Check Screening Unit Fact Sheet 5, 6 and 12
- WWC Check Screening Unit

## 11 Revision History

Version	Date Reviewed	Date Endorsed	Content Reviewed/ Purpose
1	NA	November 2021	Original version. New Policy