

	TITLE:		Child Safety and Wellbeing Policy	
	NUMBER:	LB-0071	DATE:	May 2026
	VERSION NO:	1.0	REVIEW:	May 2029

Purpose

This policy was written to demonstrate the strong commitment of the members and volunteers of the Lilydale Bowmen Inc to child safety and to provide an outline of the policies and practices the Club has developed to keep children safe from any harm, including abuse. The relevant legislation is the *Child Wellbeing and Safety Act 2005*. This policy is in addition to the Child Safety and Wellbeing Policy created by the Australian Bowhunters Association Ltd – Branch H, with which Lilydale Bowmen Inc is affiliated.

Commitment to Child Safety

All children who are a part of the Club have a right to feel and be safe. The welfare of the children in at our club will always be our first priority and the Club has a zero tolerance to child abuse. Lilydale Bowmen Inc aims to create a child safe and child friendly environment where children feel safe and have fun and activities are always carried out in the best interests of the children.

Application of this Policy

This policy was developed by the Lilydale Bowmen Inc committee. The club recognises that we have a small number of children participating at our club events alongside adults, however our commitment to child safety remains a priority. Lilydale Bowmen Inc is a volunteer-run sporting club with the following characteristics:

- We do not run child-only programs or activities
- Children participate alongside adults in general club activities
- Children under the age of 18 must be supervised by a parent, guardian or nominated chaperone (with WWCC) at all times
- All roles within the club are volunteer-based
- A Working With Children Check (WWCC) is required for key positions within the club

This policy applies to all individuals involved in our organisation (members, visitors and volunteers) including, but not limited to:

- Participants (members and visitors to the club)
- Coaches
- Officials

- Parents
- Spectators

This policy will be available to all members and visitors on a public page on the Lilydale Bowmen website. All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse
- appropriately act on any concerns raised by children
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns. These include failure to protect and failure to report legislation where applicable.

Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child and these are circumstances that Lilydale Bowmen Inc is committed to reducing the risk of occurrence. The Child Safe Standards (Appendix 1) require organisations involving children to have policies, procedures and practices to keep them safe.

There are 5 types of [reportable conduct](#):

1. sexual misconduct committed against, with, or in the presence of a child
2. sexual offences committed against, with, or in the presence of a child
3. physical violence against, with, or in the presence of a child
4. any behaviour that causes significant emotional or psychological harm to a child (including asking them to keep a secret, frightening or humiliating them)
5. significant neglect of a child

Any allegations of behaviour that could be illegal must still be reported to Victoria Police.

Children's Rights to Safety and Participation

Lilydale Bowmen Inc encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them. We encourage all children to approach Lilydale Bowmen Inc committee members with suggestions or concerns regarding their participation at our club.

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

Valuing Diversity

Lilydale Bowmen Inc values diversity and does not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families
- welcome children with a disability and their families and act to promote their participation
- seek appropriate volunteers from diverse cultural backgrounds where possible

Recruiting staff and volunteers

Lilydale Bowmen Inc takes the following steps to ensure high standards in the recruitment and screening of volunteers:

- Require police checks, Working with Children Checks (WWCC) and reference checks for relevant positions (e.g. Coaching positions)
- Our commitment to Child Safety and our screening requirements are included as part of the induction process for new volunteers
- Committee, Coaches, Volunteers working with children all require WWCC and a register is kept by the Membership Secretary

Supporting staff and volunteers

Lilydale Bowmen Inc seeks to attract and retain the best volunteers. We provide support so people feel valued, respected and fairly treated. We have developed a Code of Conduct and Member Protection Policy to provide guidance to our members and volunteers, all of whom agree to the requirements of the Code.

Reporting a child safety concern or complaint

Lilydale Bowmen Inc has Sue Quinn and Del Fife as Child Safety Officers (CSOs) with the specific responsibility for responding to any complaints made by members, volunteers, parents or children. CSOs can be contacted by emailing childsafety@lilydalebowmen.com.au. Our complaints process is outlined in our Member Protection Policy. The *Child Wellbeing and Safety Act 2005* requires heads of organisations to notify [Commission For Children and Young People](#) (CCYP) within 3 business days of becoming aware of an allegation of reportable conduct by their workers or volunteers. Reporting an incident or concern:

- Report to Child Safety Officer/s (CSO)
- If unavailable, report to a committee member
- The matter is assessed and escalated, if required
- External authorities are contacted where required
- **Call 000 if there is immediate danger**

Risk Management

Lilydale Bowmen Inc recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. The club has identified several risks and has taken the following actions to minimise risk to children:

- parent/guardian/chaperone (with WWCC) supervision mandatory - children under 18 years of age must remain under supervision at all times
- no isolated coaching and coaching of children to be conducted only by volunteers with a WWCC
- no photography or filming of children - intervening when members of the public are observed taking photographs of children engaged in club activities
- open, visible environments
- clear behavioural expectations
- club members do not assume supervision responsibility

In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. Further details are available in Guidelines for Interacting with Children (LB-0077). For example, this should be a consideration when:

- using change room and bathroom facilities
- using accommodation or overnight stays
- travel
- physical contact when coaching or managing children

Parent/Guardian Code of Behaviour - Lilydale Bowmen Inc

Lilydale Bowmen Inc aims to provide an enjoyable, nurturing and challenging experience for all club members. Parents and guardians of our participants are expected to uphold the Lilydale Bowmen Inc Parents/Guardians Code of Behaviour.

In addition to supporting your child to uphold the participant code of conduct, you should meet the following guidelines in regard to your conduct during any activity held or sanctioned by Lilydale Bowmen Inc:

- Treat your child the same irrespective of them “winning” or “losing”
- Remain calm and positive on the sidelines
- Get involved in appropriate ways if your child, the coach or parent/guardians behave in unacceptable ways during events
- Let the coach do the coaching
- Be there when your child performs poorly. Be an understanding listener rather than a critic, judge and/or fixer
- Be prepared to give your child some space so that they can grow and develop as an independent person
- Let your child know that your love for them is not associated with their sporting performances
- Communicate with your child and ask them how they are really feeling about their sport and about competing in particular
- Emphasise the good things your child did in preparing for and during the event

Reviewing this policy

This policy will be reviewed every three years and we undertake to seek views, comments and suggestions from children, parents, carers and volunteers involved in Lilydale Bowmen Inc.

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport of person complained about		
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): _____ Contact details: _____ Name (2): _____ Contact details: _____ Name (3): _____ Contact details: _____	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		

Police contacted	Who: _____ When: _____ Advice provided:
Government agency contacted	Who: _____ When: _____ Advice provided:
President and/or MPIO contacted	Who: _____ When: _____
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: _____ Position: _____ Signature: _____ Date: / /
Signed by	Complainant (if not a child)

Appendix 1

Victorian Child Safe Standards

1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
4. Families and communities are informed and involved in promoting child safety and wellbeing.
5. Equity is upheld and diverse needs respected in policy and practice.
6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
7. Processes for complaints and concerns are child focused.
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
10. Implementation of the Child Safe Standards is regularly reviewed and improved.
11. Policies and procedures document how the organisation is safe for children and young people.