

Shugoki Karate Academy

Child Safe Policy



Title	Content
Purpose	<p>We are committed, as per our Statement of Commitment to Child Safety (APPENDIX A), to providing a safe and inclusive place for children and upholding their rights to participate to their full capacity, regardless of their gender, race, ability or cultural background.</p> <p>The purpose of this policy is to provide guidelines for the protection of the health, safety and wellbeing of children and young people who are members of Shugoki Karate Academy (SKA).</p> <p>It outlines our commitment to a person's right to be treated with respect and dignity and to be safe and protected from harm.</p> <p>This policy informs everyone involved in our sport, at all levels, of their legal and ethical rights and responsibilities and the standards of behaviour that are required.</p> <p>We encourage and support the participation of children and young people in the development and ongoing reviews of this policy. We understand that by listening to them we will better know how to keep them safe.</p>
Audience and Scope	<p>This policy applies to the following people whether they are in a paid or unpaid/voluntary capacity:</p> <ul style="list-style-type: none">• Employees of SKA• Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers)• Instructors, coaches and assistant coaches• All athletes• Any other person including spectators, parents/guardians and sponsors, who or which agrees in writing (whether on a ticket, entry form or otherwise) to be bound by this policy• All others involved who may not be covered by the above. <p>This policy will continue to apply to a person even after they have stopped their association or employment with the above other considerations.</p> <p>This policy sets out the commitment of SKA to uphold children and young people's rights as identified in the UN Convention on the Rights of the Child and to protect children and young people from harm or risk of harm. Furthermore, the policy ensures that the legal obligations pertaining to children and young people are met.</p>

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Definitions	<ul style="list-style-type: none"> • A child and young person - Is any person aged less than 18 years. • Adult - Means a person aged 18 years or over. • Karate - Means the sport of Karate, as governed by Shotokan Karate International Australia (SKIA) and the Australian Karate Federation (AKF). • A reporter - Is a person identified in the Children & Young People (Safety) Act 2017 as having a legal duty to report any suspected harm or risk of harm to a child or young person. • Staff – Refers to paid and unpaid staff • Complainant – Any individual including children and young people submitting a complaint through SKA's complaints process. • National Police Check – Suitability for role check undertaken through SAPOL which provides a summary of an applicant's offender history in Australia • Working with Children Check – Is a screening check undertaken by the Department of Human Services to assess the risk of an individual working with children and young people.
Definitions of harm and risk	<p>For the purposes of this policy, a reference to harm will be taken to be a reference to physical or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, including harm caused by sexual, physical, mental or emotional abuse or neglect.</p> <p>For the purposes of this policy, a child or young person will be taken to be at risk if:</p> <ul style="list-style-type: none"> • The child or young person has suffered harm (being harm of a kind against which a child or young person is ordinarily protected); or • 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)
Responsibilities	<p>The Dojo Instructor has overall responsibility for ensuring SKA provides a child safe environment. This includes:</p> <ul style="list-style-type: none"> • Ensuring the development, implementation and regular reviewing of policies, procedures and risk management related to child safety. • Ensuring all internal documents related to child safety reflect current legislation. • Ensuring all child safety policies and procedures are communicated and available as appropriate to staff, contractors, children, parents, carers, visitors and other individuals involved in the organisation. • Ensuring the Child Safe Policy is displayed physically onsite and online. • In the event where someone within the organisation is reported for causing harm to a child or young person, the Dojo Instructor will be responsible for leading an internal investigation and determining any actions required. • Ensuring that the SKIA is made aware of any mandated reports made to CARL or SAPOL and/or other incidences that may pose harm or risk of harm to children or young people.

Title	Content
	<p>Individuals bound by this policy are responsible for:</p> <ul style="list-style-type: none"> • Making themselves aware of the policy and complying with its standards of behaviour. • Complying with our screening requirements and any state/territory Working with Children checks/National police checks. • Placing the safety and welfare of children above other considerations. • Cooperate in providing a discrimination, child abuse and harassment free sporting environment. • Being accountable for their behaviour. • Following the procedures outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour; and • Complying with any decisions and/or disciplinary measures imposed under this policy. • Understanding the possible consequences of breaching this policy.
<p>What the policy covers</p>	<p>Commitment to Children and Young People</p> <p>SKA respects diversity of all children and young people including the needs of those children and young people who are:</p> <ul style="list-style-type: none"> • of culturally and linguistically different backgrounds • are Aboriginal or Torres Strait Islander • with vulnerabilities • who are vulnerable <p>SKA values all children and young people equally and will treat them fairly, irrespective of their ability, ethnicity, culture, sex, gender and social, economic and religious backgrounds.</p> <p>In line with our Code of Conduct (<i>APPENDIX B</i>), bullying and harassment of any person including children and young people will not be tolerated.</p> <p>Children and Young People’s Rights to Safety and Participation</p> <p>SKA staff encourages children and young people to express their views, and make suggestions, especially on matters that affect them. Children and young people who use our service are actively encouraged to participate in the development of programs and to ‘have a voice’ in matters that are important for them.</p> <p>Concerns raised by children and young people or their families are listened to and responded to in line with our Child Safe Reporting Policy (<i>APPENDIX C</i>).</p> <p>Recruitment, Training and Support of Staff</p> <p>SKA applies the best practice standards in the recruitment and screening of staff. Screening processes are undertaken for all staff, which may include interviews, referee checks and other screening processes as per the Child Safe Recruitment, Induction and Training Policy (<i>APPENDIX D</i>).</p>

Title	Content
	<p>Reporting and responding to harm or risk of harm</p> <p>SKA is committed to child safety and wellbeing and will respond to incidents that suggest or demonstrate evidence of harm or risk of harm by utilising the tools in our Child Safe Risk Management Plan (<i>APPENDIX E</i>)</p> <p>You must follow the guidance set out in the Child Safe Reporting Policy (<i>APPENDIX C</i>) when reporting any actual or suspected harm or risk of harm.</p>
<p>Related child safe documents</p>	<ul style="list-style-type: none"> • Statement of Commitment to Child Safety • Child Safe Code of Conduct • Child Safe Reporting Policy • Child Safe Recruitment, Induction and Training Policy • Child Safe Risk Management Plan
<p>Related legislation, regulations and standards</p>	<ul style="list-style-type: none"> • Child Safety (Prohibited Persons) Act 2016 • Children & Young People (Safety) Act 2017 • UN Convention on the Rights of the Child • National Principles for Child Safe Organisations • Freedom of Information Act
<p>Publication, communication and engagement</p>	<p>SKA regularly communicates with all persons who are bound to this policy by the following means:</p> <ul style="list-style-type: none"> • Verbally - Before and after regular dojo lessons. • Social media - WhatsApp, text, Facebook and Instagram • Website - All policy documents are accessible and downloadable from the dojo website (www.shugokikarate.com) • Emails - our email address is publicly listed on all our social media, marketing materials and website.

Title	Content
<p>Next review date</p>	<p>We will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:</p> <ul style="list-style-type: none"> • New or added risks are identified for children or young people, which may require a change in the policy or procedures. • A critical incident where a child or young person has experienced harm through involvement in the organisation. • Concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation. • Awareness or compliance to the child safe policy and/or procedures is low • Legislative changes/requirements. <p>We will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.</p> <p>Policy Date: 05/02/2025</p> <p>Review Date: 05/02/2030</p>

APPENDIX A

Shugoki Karate Academy Statement of Commitment to Child Safety



Title	Content
Our commitment to children and young people	<p>Shugoki Karate Academy (SKA) is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is always maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants</p>
Our commitment to parents, carers, families and their communities	<p>SKA acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children and young people involved in our sport. SKA aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:</p> <ul style="list-style-type: none">• Prohibiting any form of harm against children and young people.• Ensuring people have completed a satisfactory Working with Children Check, where the state/territory laws require this.• Promoting and enforcing our codes of behaviour, particularly for roles associated with children and young people.• Responding to all reports and complaints promptly and confidentially.• Making policies regarding Child Safety readily available.
Our commitment to being a child safe organisation	<p>SKA shall adopt practices that reduce risks and provide the greatest opportunity of having a child safe environment.</p> <p>SKA will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children and young people, particularly those in the organisation's care. The organisation will also implement a code of conduct to address appropriate behaviour between children/young people.</p> <p>SKA will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children/young people in prescribed positions.</p>
Next review date	<p>We will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:</p> <ul style="list-style-type: none">• New or added risks are identified for children or young people, which may require a change in the policy or procedures.• A critical incident where a child or young person has experienced harm through involvement in the organisation.• Concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation.• Awareness or compliance to the child safe policy and/or procedures is low• Legislative changes/requirements. <p>We will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.</p> <p>Policy Date: 05/02/2025 Review Date: 05/02/2030</p>

APPENDIX B

Shugoki Karate Academy

Child Safe Code of Conduct



Title	Content
Commitment to child safety	<p>Shugoki Karate Academy (SKA) provides a child safe culture by supporting children and young people, their parents, guardians, families and communities, and by ensuring all staff and volunteers who work with the club are committed to safeguarding children and young people.</p> <p>This Child Safe Code of Conduct sets out expectations for how adults in our club should behave around children/young people. This is important to help prevent children from being harmed. For the purposes of this policy, a reference to harm will be taken to be a reference to physical or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, including harm caused by sexual, physical, mental or emotional abuse or neglect.</p> <p>This Child Safe Code of Conduct identifies acceptable child safe behaviours we encourage all adults to support. It also identifies behaviours we consider unacceptable. Engaging in unacceptable behaviour is a breach of this Child Safe Code of Conduct and may result in managerial or disciplinary action.</p> <p>Some examples of concerning behaviours are also provided. These are behaviours that on their own may not constitute a breach of our Child Safe Code of Conduct but together may indicate a pattern of behaviour that poses a risk to the safety of children/young people.</p>

Title	Content
I will	<ul style="list-style-type: none"> • Treat all children and young people with respect • Listen to and value children and young people’s ideas and opinions • Welcome all children/ young people and their families and carers by being inclusive • Actively promote cultural safety and inclusion • Listen to children/young people and respond to them appropriately • Welcome parents and carers to participate in decisions about their child’s training schedule and any other matters about their safety • Report any conflicts of interest (such as an outside relationship with a child/young person) • Adhere to all relevant Australian and SA legislation and all child safe policies and procedures • Work within a team to ensure the needs of the child/young person (and their family) remain the paramount focus • Participate in all compulsory training • Raise concerns with management if risks to child/young people safety are identified, including cultural, environmental and operational risks • Report and act on any concerns or observed breaches of this code of conduct • Take all reasonable steps to protect children and young people from abuse • Respect the privacy of children/young people and their families by keeping all information about child protection concerns confidential • Inform parents and carers if there are situations that need to be safely managed but are outside the boundaries of this code of conduct (such as driving an athlete to a tournament or undertaking one-on-one training sessions) • Take a child/young person seriously if they disclose harm or abuse • Ensure breaches of this code of conduct are reported immediately • Uphold the rights of the child/young person and always prioritise their needs

Title	Content
I won't	<ul style="list-style-type: none"> • Condone or participate in illegal, unsafe or abusive behaviour towards children and young people, including physical, sexual or psychological abuse, ill-treatment, neglect or grooming • Ignore or disregard any concerns, suspicions or disclosures of harm • Exaggerate or trivialise harm or risk of harm issues • Use hurtful, discriminatory or offensive behaviour or language with children/young people • Fail to report information to police if I know a child/young person has been harmed • Engage in unwarranted and inappropriate touching involving a child/young person • Persistently criticise and/or denigrate a child/young person • Deliberately prevent a child/young person from forming friendships • Verbally assault a child/young person or create a climate of fear • Offer children and young people alcohol, cigarettes or other drugs • Show children and young people pornographic images • Encourage a child/young person to communicate with me in a private setting • Share details of sexual experiences with a child/young person • Use sexual language or gestures in the presence of children and young people
Concerning behaviours	<p>I understand the following types of behaviour may be of concern:</p> <ul style="list-style-type: none"> • Showing favour to one child/young person over others • Coaching and/or mentoring a child/young person out of dojo hours (without managerial approval)

Title	Content
Internal and external reporting obligations	<p>All staff, volunteers, families and community members are encouraged to speak up if they have concerns about the safety of children. Complaints about a breach of this Child Safe Code of Conduct must be reported to our national federation Member Protection Information Officer</p> <p>Some breaches of this code of conduct may need to be reported to the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a suspicion that a child or young person has been harmed or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000 (triple zero).</p> <p>Our Child Safe Reporting Policy provides more information about our reporting obligations to external authorities and describes protections and confidentiality provisions for anyone making a report.</p>
Criminal offences for not acting to protect children	<p>PLEASE NOTE:</p> <p>An adult in child-related work in an organisation will commit an offence if they know another adult there poses a serious risk of abusing a child (under 18 years), and they have the power to reduce or remove the risk, and they negligently fail to do so. (Statutes Amendment (Child Sexual Abuse) Act 2021)</p> <p>All adults in SA are required to report information to police if they know, believe or reasonably ought to know that a child (under 18 years) has been abused.</p>
Penalties for staff or volunteers who breach the Child Safe Code of Conduct	<p>If an individual to which this policy applies breaches this policy, one or more forms of discipline may be imposed. Any disciplinary measure imposed under this policy must:</p> <ul style="list-style-type: none"> • Be applied consistent with any contractual and employment rules and requirements. • Be fair and reasonable. • Be based on the evidence and information presented and the seriousness of the breach, and • Be determined in accordance with our Constitution, By Laws, this policy and/or Rules of the sport. <p>Subject to contractual and employment requirements, if a finding is made by a Shotokan Karate International Australia (SKIA) National Executive Tribunal that an individual has breached this policy, one or more of the following forms of discipline may be imposed:</p> <ul style="list-style-type: none"> • A direction that the individual makes a verbal and/or written apology. • A written warning. • A direction that the individual attend counselling to address their behaviour. • A withdrawal of any awards, scholarships, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by the SKIA. • A demotion or transfer of the individual to another location, role or activity

Title	Content
	<ul style="list-style-type: none"> • A suspension of the individual’s membership or participation or engagement in a role or activity. • Termination of the individual’s membership, appointment or engagement. • A recommendation that the SKIA terminate the individual’s membership, appointment or engagement. • In the case of an instructor, coach or official, a direction that the relevant organisation de- register the accreditation of the coach or official for a period of time or permanently. • A fine. • Any other form of discipline that National Executive considers appropriate.
Name of person who has read and agreed to abide by the terms of this Child Safe Code of Conduct	
Signature	
Next review date	<p>We will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:</p> <ul style="list-style-type: none"> • New or added risks are identified for children or young people, which may require a change in the policy or procedures. • A critical incident where a child or young person has experienced harm through involvement in the organisation. • Concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation. • Awareness or compliance to the child safe policy and/or procedures is low • Legislative changes/requirements. <p>We will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.</p> <p>Policy Date: 05/02/2025</p> <p>Review Date: 05/02/2030</p>
Signature of responsible officer	

APPENDIX C

Shugoki Karate Academy

Child Safe Reporting Policy



Title	Content
Introduction	<p>This Policy is part of Shugoki Karate Academy's (SKA) proactive and preventative approach to upholding its commitment to the safety, wellbeing, participation and empowerment of all children who access our services.</p> <p>This Policy seeks to ensure that everyone involved in SKA is aware of rights and responsibilities in relation to children with respect to Mandatory Reporting as well as to respond to allegations of Prohibited Conduct and to implement a commitment to child safety and child-safe practices.</p> <p>This policy applies to the following people whether they are in a paid or unpaid/voluntary capacity:</p> <ul style="list-style-type: none">• Employees of SKA• Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers)• Instructors, coaches and assistant coaches• All athletes• Any other person including spectators, parents/guardians and sponsors, who or which agrees in writing (whether on a ticket, entry form or otherwise) to be bound by this policy• All others involved who may not be covered by the above. This policy will continue to apply to a person even after they have stopped their association or employment with the above other considerations.
Definitions of harm and risk (what to report)	<p>For the purposes of this policy, a reference to harm will be taken to be a reference to physical or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, including harm caused by sexual, physical, mental or emotional abuse or neglect.</p> <p>For the purposes of this policy, a child or young person will be taken to be at risk if:</p> <ul style="list-style-type: none">• The child or young person has suffered harm (being harm of a kind against which a child or young person is ordinarily protected); or• 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)

Title	Content
Types of complaints (what to report)	<p>Physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes:</p> <p>General</p> <ul style="list-style-type: none"> • Condoning or participating in behaviour with a child that is illegal, unsafe or abusive • Ignoring or disregarding any concerns, suspicions or disclosures of child abuse • Exaggerating or trivialising child abuse issues • Using hurtful, discriminatory or offensive behaviour or language with a child • Failing to report information to police if someone knows, believes or reasonably ought to know that a child has been abused • Trivialising the subject of child abuse, such as telling jokes that make light of children being hurt • Using unacceptable language or telling unacceptable stories or jokes in front of children <p>Physical Harm</p> <ul style="list-style-type: none"> • Hitting, striking, punching, kicking or slapping a child • Engaging in rough physical games • Throwing items or using items to hurt a child • Dragging or pushing a child • Threatening to hurt a child through words or gestures, regardless of whether the person intends to apply force • Using hostile force towards a child and/or a pattern of hostile or unreasonable and seriously inappropriate physical conduct <p>Sexual Harm</p> <ul style="list-style-type: none"> • Sexual touching of a child • Sexual contact with a child • Masturbating in front of a child or exposing genitals • Possessing or creating child abuse material • Sharing sexually explicit photos of a child • Exposing a child to pornography or other indecent material • Giving a child gifts, food, money, attention or affection in exchange for sexual activities or images • Not respecting the privacy of a child when they are using the bathroom or changing • Communicating (including online) with a child about romantic, intimate or sexual feelings for a child • Using a camera to record a child while they are dressing, bathing or using the bathroom • Comments that express a desire to act in a sexual manner with a child • Using sexual language or gestures in the presence of children • Sexual comments, conversations or communications with a child

Title	Content
	<p>Emotional Harm</p> <ul style="list-style-type: none"> • Teasing a child • Yelling at a child • Bullying a child • Persistent criticism and discrediting of a child • Persistent rejection of or hostility towards a child • Refusing to acknowledge a child's worth and the legitimacy of their needs • Deliberately preventing a child from forming friendships • Depriving a child of essential stimulation and responsiveness • Encouraging a child to engage in destructive, antisocial behaviour • Exposing a child to family violence • Making a child feel worthless, unloved, alone or frightened <p>III Treatment</p> <ul style="list-style-type: none"> • Making excessive and/or degrading demands of a child • Disciplining or correcting a child in an unreasonable and seriously inappropriate or improper manner • Seriously inappropriate and/or degrading comments or behaviour towards a child • Repeated hostility towards a child • Seclusion and other types of restrictive practices Locking up a child in a room • Pushing a child to train or perform when they are injured <p>Grooming</p> <ul style="list-style-type: none"> • Engaging in unauthorised contact with a child online for the purpose of developing a sexual relationship • Using a computer, mobile phone, camera or other device to exploit or harass a child • Unacceptable personal communication that explores sexual feelings or intimate personal feelings with a child • Sharing details with a child of one's own sexual experiences • Inappropriately extending a relationship with a child outside of work • Giving a child special attention or isolating them from peers with the intention of making it easier to access the child for sexual activity • Offering a child gifts, food, cigarettes, money, attention or affection with the intention of making it easier to access the child for sexual activity • Making close physical contact, like inappropriate tickling and 'play' wrestling <p>Failure to Prevent/Report Harm</p> <ul style="list-style-type: none"> • An obvious or very clearly unreasonable failure to respond to information strongly indicating that another adult working at the organisation poses a serious risk of abusing a child <p>Knowing or believing that a child has been abused and not reporting it to police (or not reporting in circumstances where the person ought reasonably to have known)</p>

Title	Content
Making a complaint (who can report)	<p>We aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines ‘harm’ to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.</p> <p>Mandated reporters in our organisation are workers who:</p> <ul style="list-style-type: none"> • Provide services to children and young people • Hold 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.
Reporting obligations (who to report to)	<p>Mandated reporters have a legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a suspicion that a child or young person has been harmed or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000 (triple zero).</p> <p>Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The non-mandated reporter who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another worker to do so if required.</p> <p>If the allegation involves anyone to whom our policy applies, then also report the allegation to the National President and National Executive of our national federation, Shotokan Karate International Australia (SKIA) so that they can manage the situation (e.g. contact the parents following advice from the authorities, protect the child and manage the situation, internal action and deal with any media enquiries.</p> <p>We will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether we can conduct an internal investigation.</p> <p>If a worker is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.</p>
Risk management strategies	<p>As a person involved in karate you play a crucial role in protecting children/young people. You must follow the strategies set out below when responding to actual or suspicion of harm or risk of harm to ensure the safety of the child/young person and any other people involved is immediate and ongoing.</p> <p>Responding</p> <p>If a Child/Young Person is at risk of immediate harm, you must ensure their safety by:</p> <ul style="list-style-type: none"> • Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns. • Administering first aid, if required: • Separating at-risk child/young person and others involved. • Identifying an appropriate contact person for any on-going liaison with the Police.

Title	Content
	<p>Reporting</p> <p>If you suspect, on reasonable grounds that a child/young person was, is, or is at risk of harm and/or neglected, you must report it to the police and/or the Child Abuse Report Line (CARL) on 131478.</p> <p>Contact</p> <p>You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/carers, and who should lead this contact (i.e., police, Child Protection department or SKA representative).</p> <p>Support</p> <p>Support should be provided to any Child/Young Person that has experienced abuse. It is important that the person providing support to the Child/Young Person does not attempt to provide support which is outside of the scope of their role.</p> <p>Support should include maintaining a calm open manner when listening to any allegations and disclosures, while avoiding seeking detailed information or asking leading questions.</p> <p>Information regarding allegations of harm need to be well documented and shared with SKIA designated contact.</p> <p>Further support for the child/young person, relevant adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan.</p> <p style="text-align: center;">Child Safe Contact at Shotokan Karate International Australia:</p> <p style="text-align: center;">Name:</p> <p style="text-align: center;">Position:</p> <p style="text-align: center;">Email and/or Phone:</p>
<p>Procedural fairness, including privacy and confidentiality</p>	<p>All reports will be kept confidential and will not be disclosed to another person without the reporter's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the complaint.</p> <p>Individuals may also pursue their report externally under anti-discrimination, child protection or other relevant legislation.</p> <p>If you wish to remain anonymous, SKA may have difficulty assisting you to resolve your report. Procedural fairness (natural justice) means that SKA is required to provide the person/people you have reported with full details of the complaint, so they have a fair chance to respond.</p> <p>All documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access)</p> <p>Digital files containing confidential information shall be protected electronically</p> <p>Staff will not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian.</p>

Title	Content
<p>Complaint process (how to report)</p>	<p>Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service. Children, young people and their families are informed that they can provide feedback or make a complaint when they join the organisation.</p> <p>Compliments, complaints or feedback can be provided verbally to the dojo instructor in person, by telephone on 0435 855 616 or via email at shugokikarate@gmail.com.</p> <p>We will deal with all complaints and feedback received promptly, sensitively and fairly. We will:</p> <ul style="list-style-type: none"> • Listen to the complaint/feedback • The person receiving the complaint will make a record of it if received verbally • Advise the time expected for an outcome • If staff receives a complaint, they must forward it to management as soon as possible • Management will respond to the complainant with an outcome in a timely manner • Clearly document and securely store decisions and actions taken in response to complaints and feedback • Make sure that procedural fairness is always followed. <p>If the child, young person or their family is not happy with the outcome from the complaints process they can contact:</p> <ul style="list-style-type: none"> • Shotokan Karate International Australia (SKIA). Email: contactus@shotokankarate.com.au • Health and Community Services Complaints Commissioner. Tel: 8226 8666 • Australian Human Rights Commission Online: www.humanrights.gov.au Tel: 1300 656 419 • South Australian Equal Opportunities Commission (for complaints relating to discrimination) Online: www.eoc.sa.gov.au Tel: 08 8207 1977.
<p>Legislation</p>	<ul style="list-style-type: none"> • Child Safety (Prohibited Persons) Act 2016 • Children & Young People (Safety) Act 2017 • UN Convention on the Rights of the Child • National Principles for Child Safe Organisations • Freedom of Information Act

Title	Content
<p>How we publicise our Child Safe Reporting Policy</p>	<p>SKA regularly communicates with all persons who are bound to this policy by the following means:</p> <ul style="list-style-type: none"> • Verbally - Before and after regular dojo lessons. • Social media - WhatsApp, text, Facebook and Instagram • Website - All policy documents are accessible and downloadable from the dojo website (www.shugokikarate.com) • Emails - our email address is publicly listed on all our social media, marketing materials and website.
<p>Next review date</p>	<p>We will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:</p> <ul style="list-style-type: none"> • New or added risks are identified for children or young people, which may require a change in the policy or procedures. • A critical incident where a child or young person has experienced harm through involvement in the organisation. • Concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation. • Awareness or compliance to the child safe policy and/or procedures is low • Legislative changes/requirements. <p>We will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.</p> <p>Policy Date: 05/02/2025</p> <p>Review Date: 05/02/2030</p>

APPENDIX D

Shugoki Karate Academy



Child Safe Recruitment, Induction and Training Policy

Title	Content
Purpose	<p>These recruitment, screening and training requirements have been developed to provide a fair, safe, consistent, and comprehensive process to engage personnel across our sport. Our club takes child/young person protection seriously and ensures that the organisation recruits' personnel (employees and volunteers), that are suitably qualified and committed to providing professional, safe, and enjoyable programs and services to children and young people.</p>
Who the policy is for and what it applies to	<p>This policy applies to the following people whether they are in a paid or unpaid/voluntary capacity:</p> <ul style="list-style-type: none">• Employees of Shugoki Karate Academy (SKA)• Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers)• Instructors, coaches and assistant coaches• All others involved who may not be covered by the above. This policy will continue to apply to a person even after they have stopped their association or employment with the above other considerations.
What is the process for child safe recruitment?	<p>All staff are recruited from within our own karate community. They must satisfy club management and the National Executive of Shotokan Karate International Australia (SKIA) that they meet the values of our organisation and requirements of the Child Safe Policy.</p> <p>Additional requirements:</p> <ul style="list-style-type: none">• Instructors require First Aid Certificate (HLTAID009,HLTAID010,HLTAID011)• All staff require Working With Children Check.• All credentials must be current.
What is involved in the induction process?	<ul style="list-style-type: none">• Familiarise themselves with the latest versions of the clubs' policies and training methods.• Familiarise themselves with the cultural diversity within the club by accessing SBS's Cultural Atlas (https://culturalatlas.sbs.com.au)• Complete the Australian Human Rights Commission e-learning modules (https://childsafesafe.humanrights.gov.au/learning-hub/e-learning-modules)• Dojo instructors must Complete a Department of Human Services approved Child Safe Environment training course. (https://dhs.sa.gov.au/how-we-help/ngo-and-sector-support/child-safe-environments-training)

Title	Content
<p>What does training involve?</p>	<ul style="list-style-type: none"> • We support ongoing education and training for our staff and volunteers to ensure child/young person safety information is provided and updated as required. • Persons appointed to a child-related position should complete the Sport Integrity Australia Child Safeguarding in Sport Induction online course within 12 months of their appointment (https://elearning.sportintegrity.gov.au/login/index.php) • We ensure that our staff and volunteers have up-to-date information relevant to specific legislation applying in the state or territory they are based in or where they may travel to as a part of their duties.
<p>Next review date</p>	<p>We will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:</p> <ul style="list-style-type: none"> • New or added risks are identified for children or young people, which may require a change in the policy or procedures. • A critical incident where a child or young person has experienced harm through involvement in the organisation. • Concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation. • Awareness or compliance to the child safe policy and/or procedures is low • Legislative changes/requirements. <p>We will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.</p> <p>Policy Date: 05/02/2025</p> <p>Review Date: 05/02/2030</p>

APPENDIX E

Shugoki Karate Academy



Child Safe Risk Management Plan

Title	Content
Nature of services provided	<p>Shugoki Karate Academy (SKA) is a registered dojo of Shotokan Karate International Australia (SKIA), one of Australia's largest martial arts associations. Our Dojo practices both traditional Shotokan and WKF Sport karate techniques.</p> <p>Our syllabus includes basic and advanced karate techniques, self-defence and fitness training.</p>
Date completed	05/02/2025

Identified risks and their protective strategies

Title	Contents
Physical contact	<ul style="list-style-type: none">• Any physical contact must be appropriate to the delivery of services being provided• 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• Unnecessary physical contact is not allowed
Online communications	<ul style="list-style-type: none">• Cyber safety and social media guidelines are in place and provided to all staff• Staff must not communicate with children or young people via social media
Transport of children and young people	<ul style="list-style-type: none">• Staff must not transport a child or young person unless specifically approved• Parents/guardians must provide consent before transporting a child or young person• Staff must have a valid, unrestricted driver's licence• Vehicle must be registered, insured and in roadworthy condition• Staff must not be alone in a vehicle with a child or young person

Title	Contents
Supervision	<ul style="list-style-type: none"> • Children and young people are to be supervised by staff or parents/guardians at all times • If child/young person is not collected by parent/guardian at end of training, two adults are to stay with child/young person until they are collected • Staff have an accessible register of parent and carer emergency contact numbers and an operational phone. • Ensure that if a parent/guardian is late, staff make reasonable attempts to contact them. It is not the responsibility of staff to transport children/young people home if their parent/guardian is late for pick up. • If providing one to one consultation with a child or young person, it will be in line of sight of another adult
Taking images of children and young people	<ul style="list-style-type: none"> • Consent of child young person and their parent/guardian required • Disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian • Images must be presented in a way that de-identifies the child or young person
Physical environment	<ul style="list-style-type: none"> • Maintain a risk register that is reviewed annually to ensure effectiveness • Conduct risk assessments for all activities • Ensure all equipment is in good working order
Privacy and confidentiality	<ul style="list-style-type: none"> • All documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access) • Digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties • Staff must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian
Overnight and/or off-site activities	<ul style="list-style-type: none"> • Consent of parent/guardian must be given • Children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending • Privacy when children or young people are bathing, toileting and dressing must be provided • Children and young people will not be left under the supervision of unauthorised persons • Sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person • Children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay
Change room requirements	<ul style="list-style-type: none"> • A minimum of two adults of the same gender as the children or young people must be present • Supervision will be provided ensuring the child or young person's right to privacy • Adults must not shower or change whilst supervising children or young people • Phones, cameras and recording devices must not be used in change room

Risk Likelihood Ratings

Level	Rating	Criteria
A	Almost Certain	<ul style="list-style-type: none"> Is almost certain to occur Risk has more than 75% chance of occurring Will occur in the next 6 months
B	Likely	<ul style="list-style-type: none"> The event will probably occur more than once Risk has 50-74% chance of occurring Will occur within 18 months
C	Possible	<ul style="list-style-type: none"> The event might occur at some time Risk has 25-49% chance of occurring
D	Unlikely	<ul style="list-style-type: none"> Could occur at some time Risk has less than 25% chance of occurring Will occur within 54 months
E	Rare	<ul style="list-style-type: none"> The event may occur only in highly exceptional circumstances Not likely to occur within next 5 years

Risk Assessment Matrix

		Consequence				
		1: Insignificant	2: Minor	3: Moderate	4: Major	5: Catastrophic
Likelihood	A: Almost Certain	Low	Medium	High	Extreme	Extreme
	B: Likely	Low	Medium	High	High	Extreme
	C: Possible	Low	Medium	Medium	High	Extreme
	D: Unlikely	Low	Low	Medium	High	High
	E: Rare	Low	Low	Medium	Medium	High

Risk Assessment Tool

Risk Assessment Tool		
Risk identified	Date	Impact if risk occurs
<i>Example: Supervision - a student does not inform instructor when going to the bathroom and walks out of classroom while the instructor is busy with other students.</i>	**/**/**	3B

Title	Content
<p>Next review date</p>	<p>We will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:</p> <ul style="list-style-type: none"> • New or added risks are identified for children or young people, which may require a change in the policy or procedures. • A critical incident where a child or young person has experienced harm through involvement in the organisation. • Concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation. • Awareness or compliance to the child safe policy and/or procedures is low • Legislative changes/requirements. <p>We will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.</p> <p>Policy Date: 05/02/2025</p> <p>Review Date: 05/02/2030</p>