



Child Protection Policy Ver1.0

[Adopted: 10 March 2022 Review Date: 10 March 2023]

Introduction

Ensuring that children and young people are protected from harm is paramount to this policy. In addition, children and young people need to be heard and have their views considered, need love and attachment, need good self-esteem and need to achieve their full potential. There are many factors that increase children's vulnerability to exploitation and harm, including disability or being orphaned, displaced, homeless or abandoned.

Preventing harm to children takes leadership, accountability and culture change. It means listening to children and transforming the entire mission of an organization to put their rights, safety and dignity at the heart of every decision. At Shugoki Karate Academy child protection is at the forefront of our mission. Having trained from the age of 6yrs old, Sensei Chloe is acutely aware of the need for a safe and inclusive environment when training.

Our Dojo is committed to safeguard and promote the welfare of all children that form part of our organization.

Purpose

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protect children engaged in programs conducted or organized by Shugoki Karate Academy from all forms of harm, exploitation and abuse.
- preventing impairment of children's mental and physical health or development
- Work towards an organizational culture of child safety.
- Ensure that all parties are aware of their responsibilities for identifying occasions for harm or risk of harm to a child or young person and for establishing controls and procedures for preventing such harm and/or detecting such harm when it occurs.
- Protect Shugoki Karate Academy staff and representatives from undue suspicion, incorrect or malicious allegations of misconduct by having a clear and transparent reporting system.
- Protect Shugoki Karate Academy's reputation by deterring people who wish to harm children with a sound Child Protection Policy and related procedures.
- Comply with the Australian Government's Child Protection Policy.

Statement of Principles

- Child Protection
Shugoki Karate Academy is committed to the safety and well-being of all children and young people who participate in our events/activities or access our services. This commitment is embedded in organizational leadership, governance and culture.
- Child Rights
We support the rights of the child and will always act to ensure that a child-safe environment is maintained, particularly children with a disability. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- Communication
Students, families and primary caregivers are informed and involved in promoting child safety and wellbeing. Open communication, through all available means, is maintained with all parties involved.
- Diversity
Shugoki Karate Academy is welcoming and we will seek to include members from all areas of our



community. We will not discriminate against any person because they have a disability. We will support, respect and encourage people from diverse cultures and religions to participate in our club and where possible we will accommodate requests for flexibility (e.g., modifications to uniforms). All people, regardless of their sexuality or gender identity, are welcome at our club.

- Suitable Employees and Volunteers

We will take all reasonable steps to ensure that our organization engages suitable and appropriate people to work with children, especially those in positions that involve regular contact with children. This will include using a range of screening measures and the requirement for Working with Children Checks.

We will ensure that Working with Children Checks are conducted for all employees and volunteers over the age of 14 years who work with children, where an assessment is required by law.

- Identify and Analyze Risk of Harm

Shugoki Karate Academy will develop and implement a risk management strategy, including a review of our existing child protection practices, to determine how child-safe our organization is and to identify any additional steps we can take to minimize and prevent the risk of harm to children because of the actions or inactions of an employee, volunteer or another person.

- Develop Codes of Behavior

We will develop and promote a code of behavior that sets out the conduct we expect of all people when they deal and interact with children involved in sport or our events/activities, especially those in our care. These codes will clearly describe professional boundaries, ethical behavior and unacceptable behavior and the consequences for breaching the code.

- Empower and Promote the Participation of Children

We will encourage children and young people to be involved in developing and maintaining a child-safe environment for our events/activities. To this end regular feedback is requested from students regarding any shortcomings or noncompliance. Students are encouraged to access the club's website for information and links to policy documents of both the club and the sport of karate, mental and physical wellbeing and support platforms, in order to equip themselves to better engage with and participate within the club.

- Report and Respond Appropriately to Suspected Harm and Risk of Harm

We will ensure that all our employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state/local laws to make a report if they suspect on reasonable grounds that a child has been, or is being, in harm or neglected.

Further, if any person believes that another person or organization bound by this policy is acting inappropriately towards a child, or is in breach of this policy, he or she must make an immediate report to CARL or SAPol. Thereafter they may make an internal complaint.

- Staff Training

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

- Annual Review

Shugoki Karate Academy commits to annually review its Child Protection Policy. Incidents and reports will be analyzed and amendments made to negate systemic errors and foster continuous



improvements of policies and principles. Students and their families, staff and volunteers are encouraged to participate in the policy reviews by making suggestions for improvement and change.

Guiding Principles

- Zero tolerance of harm or risk of harm to a child or young person.
- Recognition and promotion of children's best interests.
- Sharing responsibility for child protection.
- Use of a risk management approach to prevent harm to children; and
- Report and respond to all incidents of harm to children.

Scope

In activities which Shugoki Karate Academy conducts, this policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- persons appointed or elected to national boards, committees and sub-committees.
- employees of Shugoki Karate Academy or funded contractors.
- individuals within partner organizations subcontracted to work on behalf of Shugoki Karate Academy.
- volunteers co-opted to assist in any Shugoki Karate Academy initiative.
- support personnel, managers, physiotherapists, psychologists, masseurs, sport trainers and/or others.
- coaches and assistant coaches.
- referees, umpires and other officials.
- accompanying dependents and other family members.
- any other person including spectators, parents/guardians and sponsors, who or which agrees in writing to be bound by this policy; and
- sponsors, individual and affiliated members or associated organizations.

This policy will continue to apply to a person/organization even after they have stopped their association or employment with Shugoki Karate Academy, if disciplinary action against that person/organization has begun.

Child Protection Procedures

Shugoki Karate Academy is committed to implementing and maintaining child protection procedures to the highest standard possible. These include:

- In all contracts involving Shugoki Karate Academy, all parties agree to abide by the requirements of this Policy.
- Child protection risks are included in all project and activity risk assessments.
- Culturally specific issues relevant to child protection will be incorporated into project specific risk management strategies, training and response procedures.
- Preventative child protection measures are implemented to the highest standard.
- Comprehensive child-safe recruitment and screening processes are employed.
- Child protection training is regularly provided to relevant Shugoki Karate Academy employees and representatives.
- A child protection Code of Conduct exists and is understood and signed, wherever applicable, by all Shugoki Karate Academy employees and representatives that are bound by it.
- Clear and current reporting procedures exist and are known by Shugoki Karate Academy employees and representatives.
- State and National laws and processes and local resources are considered within reporting and



response mechanisms.

- No person is permitted to work with children if they have a Prohibited Working with Children Check.
- All employment contracts involving Shugoki Karate Academy outline that they have the right to dismiss, suspend or transfer to other duties personnel who breach the child protection code of conduct.

Organizational Responsibilities

Shugoki Karate Academy and partner organizations must:

- adopt, implement and comply with this policy.
- ensure that the Constitution, By-laws or other rules and policies include the necessary clauses for this policy to be enforceable.
- publish, distribute, and promote this policy and the consequences of any breaches.
- always promote and model appropriate standards of behavior.
- deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner.
- apply this policy consistently.
- recognize and enforce any penalty imposed under this policy.
- ensure that a copy of this policy is available or accessible, either online from the dojo website or a hard copy on request, to all people and organizations to whom this policy applies.
- use appropriately trained people to receive and manage complaints (e.g., Manager)
- monitor and review this policy at least annually and lodge a new child safe environments compliance statement when this policy changes or every 5 years (whichever occurs first).

Individual responsibilities

Individuals bound by this policy are responsible for:

- making themselves aware of the policy and complying with the codes of behavior it sets out.
- consenting to our screening requirements and any state/territory Working with Children Checks.
- placing the safety and welfare of children above other considerations.
- being accountable for their behavior.
- following the steps outlined in this policy for making a complaint or reporting possible harm to children.
- complying with any decisions and/or disciplinary measures imposed under this policy.

Reporting and Incident Response

- Reporting to harm or risk of harm

Any suspicion or disclosure of harm must be immediately reported directly to CARL 13 14 78 or SA Police on 000 and thereafter the Shugoki Karate Academy Manager. All incidents will be reported and managed in accordance with the guidelines below and Appendix 2 for the Procedure for Handling Allegations of Harm. (Refer also to Appendix 3 - The Child Protection Incident Reporting Sheet).

- Guidelines to responding to harm or risk of harm

Shugoki Karate Academy takes all allegations of harm by personnel, seriously. Any internal investigation for disciplinary proceedings will only take place once sanctioned by DCP and SAPol. Where the incident is proven to have occurred, appropriate disciplinary measures will be taken, including, but not limited to:

- Warning; and/or



- Suspension; and/or
- Dismissal.

Recruitment and Reference Checking

Shugoki Karate Academy will not knowingly permit any person to be employed or engaged as a volunteer if they pose an unacceptable risk to children.

- All job advertisements for positions will include the following message:
“Shugoki Karate Academy is a child safe organization and will ask all applicants to undergo our child safe recruitment procedures and sign our Child Protection Policy. All staff and volunteers must sign and agree to conform to the Member Protection Policy and Code of Conduct as a condition of employment / engagement with the organization.”
- In addition:
 - All new personnel must consent to any state or territory Working with Children Checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law.
 - All new personnel are required to provide an appropriate current police check (criminal record check). They must include police checks for overseas countries if they have worked or lived overseas for any period longer than one year in the last ten years.
 - At least two verbal reference checks with former employers/referees will be conducted. Verbal referees cannot include partners, spouse and/or other relatives. Referees will be asked about the applicant’s suitability for the role to work with children and/or to have regular unsupervised contact with children. Referees will be asked whether they hold any concerns about the applicant, or if complaints were made about the applicant, in connection with working or having contact with children.
 - New personnel will be required to provide written disclosure regarding whether they have been charged with child exploitation offences in the past.
 - Applicants are required to provide documentation to prove their identity.
 - The interview process for candidates will include behavior-based interview questions that relate directly to working with children to probe the applicant’s attitude, experience and approach to working with children relevant to the post applied for. Where appropriate, questions may be taken from the list below:
 - Have you worked/volunteered with children in a similar position before? What did you like about it? What did you find difficult?
 - How have you handled children who did not want to participate in an activity?
 - Do you mind being supervised?
 - What motivates you/why do you want to work with children in this program?
 - Describe a time when you had to manage a child whose behavior you found challenging?
 - Tell us about a time when you had to comfort a distressed child?

Child Protection Education and Training

Child Protection training, including topics such as awareness raising and reporting processes will be provided to all personnel on an annual basis.

- All staff, volunteers and members of Shugoki Karate Academy will be required to undertake the Australian Sports Commission’s Online Child Protection Training Course annually and provide the certificate as proof of completion <http://www.playbytherules.net.au/interactive-scenarios/free-online-training/child-protection-harassment-and-discrimination-course>
- The topics covered in the Australian Sports Commission’s Online Child Protection Training



Courses are:

- What child abuse and harm are
 - Your right and responsibilities under child protection laws
 - How the laws apply to sporting organizations, clubs, their employees and volunteers
 - When, where and how to report incidents
 - How to establish a welcoming and inclusive environment at your club or organization
-
- The nominated Child Safety Officer is responsible for organizing child protection training for personnel involved.
 - All new personnel will receive:
A Child Protection Policy induction by the nominated Child Safety Officer. The induction should include a discussion regarding the responsibility of the Organization and the individual, to build and maintain a child safe organization, and appropriate behavior when interacting with children or child-sensitive material.
 - A copy of Shugoki Karate Academy's Child Protection Policy and associated procedures.



Glossary

- **At risk**, a child or young person will be taken to be at risk if
 - 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)
- **Child or children**, in accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being under the age of 18 unless under the law applicable to the child, majority is attained earlier. For the purposes of this policy, Shugoki Karate Academy considers a child to be a person under the age of 18 years.
- **Child pornography material**, Material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or activity, and does this in a way that a reasonable person would regard as being, in all the circumstances, offensive.
- **Child protection**, an activity or initiative designed to protect children from any form of harm, particularly arising from child exploitation and abuse.
- **Contact with children**, working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the workenvironment.
- **Grooming** refers to behavior that makes it easier for an offender to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, and then seek to sexualize that relationship (for example by encouraging romantic feelings or exposing the child to sexual concepts through pornography).
- **Harm**, reference to physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect.
- **Online grooming**, the act of sending an electronic message with indecent content to a recipient who the sender believes to be under 17 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender.
- **Personnel**, Personnel are either employed by an organization, engaged by an organization on a subcontract basis, or engaged by an organization on a voluntary or unpaid basis.
- **Police clearance certificate**, the certificate showing the results of a criminal record check, which is issued by the police or other authority responsible for conducting such checks.
- **Unacceptable risk**, the portion of identified risk that cannot be tolerated, and that must be either eliminated or controlled. For people deemed an unacceptable risk, control mechanisms are not considered appropriate.



Appendix 1: Statutory Declaration of Criminal Record Form

Statutory Declaration of Criminal Record Form

Applicant's Name:

Role applying for:

Have you ever been charged or convicted of any offence? Yes No

If yes, please provide details:

Please note: if you are applying for a position where you will have regular contact with children, (this may be frequent or infrequent), you are required to give details of all convictions or criminal offences and cautions or pending prosecutions.

Have you ever been dismissed from employment or had any disciplinary action taken against you which may be related to work with a child/child under 18 years of age?

Yes No

If yes, please provide details:

Have you received any formal reprimands, final warnings or cautions from the police?
Yes No

If yes, please provide details:

Is there any other information which may be relevant to your application e.g., pending prosecutions?

Yes No

If yes, please provide details:

Signature:

Date:



Appendix 2: Procedure for Handling Allegations of Harm

If you believe a child is in immediate danger or a life-threatening situation, contact the local Police immediately on (Local Number).

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with Shugoki Karate Academy in a paid or unpaid capacity have a duty to report any concerns to the Child Abuse report line on 13 14 78, following the steps outlined below.

Step 1: Receive the allegation

Reasonable grounds to form a suspicion that a child or young person may be at risk may include:

- when a child or young person tells you they are at risk or have been harmed
- when your own observations of a particular child or young person's behavior and/or injuries lead you to suspect they are at risk, or harm is occurring
- when a child or young person tells you that they know of someone who is at risk or has been harmed (they may possibly be referring to themselves)
- when you hear about risk or harm to a child or young person from someone who is in a position to provide reliable information, perhaps a relative or friend, neighbor or sibling of the child or young person.

Do's & Don'ts

- Make sure you are clear about what the child has told you, do not challenge or undermine the child
- Reassure the child that what has occurred is not his or her fault, do not seek detailed information, ask leading questions or offer an opinion
- Explain that other people may need to be told to stop what is happening, do not discuss the details with any person other than those detailed in these procedures
- Promptly and accurately record the discussion in writing, do not contact the alleged offender

Step 2: Report the allegation

- Immediately report any allegation of child harm or neglect, or any situation involving a child at risk of harm, to Child Abuse Report Line on 13 14 78 or the Police on 000 if the child is in immediate danger. You may need to make a report to both.
- Contact the Department for Child Protection or police for advice if there is any doubt about whether the allegation should be reported.
- Contact the Shugoki Karate Academy appointed officer who will assist in managing the situation.
- Should the allegation occur whilst on tour, outside of Australia, contact Shugoki Karate Academy Manager who will inform DFAT and be able to manage the situation if the allegation involves a person to whom this policy applies.

Step 3: Protect the child and manage the situation

- The nominated Officer in the country we are involved in will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is in paid employment with Shugoki Karate Academy.
- The nominated Officer in the country we are involved in will consider what services may be most



appropriate to support the child and his or her parent/s or guardian.

- The nominated Officer in the country we are involved in will consider what support services maybe appropriate for the alleged offender.
- The nominated Officer in the country we are involved in will put in place measures to protect the child and the alleged offender from victimization and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the Department for Child Protection)
 - a disciplinary or misconduct inquiry/investigation (conducted by Shugoki Karate Academy)
- Regardless of the findings of the police and/or child protection agency investigations, Shugoki Karate Academy, once sanctioned by DCP and SAPol, will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action. We will always consult with Police and the Department for Child Protection on proposed actions.
- Tribunal of Shugoki Karate Academy will consider all information relevant to the matter - including any findings made by the police, the Department for Child Protection and/or court and then set out a finding, recommend actions and the rationale for those actions.
- If disciplinary action is recommended, we will follow the procedures set out in [Clause 9] of our Member Protection Policy.
- We will provide the Screening Unit in the Department of Human Services with a report of any disciplinary action we take, where this is required.



Appendix 3: Child Protection Incident Reporting Sheet

Confidential Record of Child Incident Allegation

Before completing this form, please ensure that the steps outlined in [Appendix 2] have been followed and advice has been sought from the police and/or the relevant child protection agency.

Complainant's name (if other than the child):

Date formal complaint received:

Role/status in sport:

Child's name:

Age:

Child's address (if known):

Name of Parents/Guardians/Carers and Addresses (if known):

Person's reason for suspecting abuse (e.g., observation, injury, disclosure):

Name of person complained about:

- Role/status in activity:
- Administrator (volunteer)
 - Parent
 - Athlete/player
 - Spectator
 - Coach/Assistant Coach
 - Support Personnel
 - Employee (paid)
 - Other
 - Official

Witnesses (if more than three witnesses, attach details to this form)

Name (1):

Contact details:

Name (2):

Contact details:

Name (3):

Contact details:

Where incident occurred:

Your observations:

Details of any conversation with the child:

Details of Concern/Suspicion/Incident Describe what happened: time, dates, name of person(s) involved, behavior or physical signs observed, any other relevant details:



Action taken so far:

Child protection agency contacted:

Who: Contact Number:Advice
When: provided:

Shugoki Karate Academy Manager:

Who: Contact Number:
When:

Police: Yes No

Who: Contact Number:Advice
When: provided:

Local Authority: Yes No

Who: Contact Number:Advice
When: provided:

Other:

Which Other: Contact Number:
When: Advice Provided:

Completed by:

Name: Position:

Signature: Date:

This record and any notes must be kept in a confidential and safe place. If required, they should be provided to the police and/or the relevant child protection agency.



Appendix 4: Child Protection Code of Conduct

The Child Protection Code of Conduct

I _____ acknowledge that I have read and understand Shugoki Karate Academy's Child Protection Policy, March 2022, and agree that during my association with Shugoki Karate Academy, I must:

- Treat children with respect regardless of race, color, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts.
- Wherever possible, ensure that another adult is present when working in the proximity of children.
- Not invite unaccompanied children into my home unless they are at immediate risk or injury or in physical danger.
- Not sleep close to unsupervised children unless necessary, in which case I must obtain both the parents and my supervisor's permission and ensure that another adult is present if possible.
- Use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium.
- Not use physical punishment on children.
- Not hire children for domestic or other labor, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
- Comply with all relevant Australian and local legislation, including labor laws in relation to child labor.
- Immediately report concerns or allegations of child exploitation and harm and policy non-compliance in accordance with appropriate procedures.
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with Shugoki Karate Academy which relates to any offence as listed in the Working with Children Checks.
- Conduct themselves in a manner appropriate with their position representing Shugoki Karate Academy in all their dealings with children.
- Immediately raise concerns regarding a child's safety or wellbeing in accordance with Shugoki Karate Academy's Reporting Procedures
- Be visible when working with children and, wherever possible, ensure that another adult is present when working in the proximity of children.
- Listen to children and encourage them to engage in decisions that may affect them.
- When photographing or filming a child or using children's images for work related purposes, I must:
 - Assess and comply with local traditions or restrictions for reproducing personal images before photographing or filming a child.
 - Obtain legitimate informed consent from the child and a parent or guardian of the child before photographing or filming a child. As part of this an explanation as to how the photograph or images will be used must be given before photographing or filming a child.
 - Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.



- Ensure images are honest representations of the context and the facts.
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- Ensure images of children available for public use do not reveal any identifying information.
- Use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.
- I understand that the onus is on me, as a person associated with Shugoki Karate Academy to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signed: _____

Date: _____



Appendix 5: Legislation relevant to child protection

A range of laws are relevant to this policy, including Australian Commonwealth, state and territory laws and local laws in the countries where we may tour. Several international child protection instruments also apply.

Relevant Australian legislation

Under Commonwealth law an Australian citizen or resident can be prosecuted for an offence committed against a child in another country under laws that have an extra-territorial application.

Criminal Code Act 1995

Legislation	Examples of offences	Maximum penalty
Division 272 (child sex offences outside Australia)	Engaging in sexual intercourse outside of Australia with a child under 16 years of age	20 years imprisonment
	Engaging in sexual activity outside of Australia with a child under 16 years of age	15 years imprisonment
	Engaging in sexual intercourse or sexual activity outside of Australia with a child under 16 years of age and the child has a mental impairment or is under the care, supervision or authority of the defendant	25 years imprisonment
	Engaging in sexual intercourse outside of Australia with a young person aged 16 or 17 years and the defendant is in a position of trust or authority	10 years imprisonment
	Engaging in sexual activity outside of Australia with a young person aged 16 or 17 years and the defendant is in a position of trust or authority	7 years imprisonment
	Grooming a child under 16 years of age to engage in sexual activity outside of Australia	12 years imprisonment
	Division 273 (offences involving child pornography material or child abuse material outside Australia), Possessing, controlling, producing, distributing or obtaining child pornography or child abuse material outside Australia	15 years imprisonment
Division 474 (telecommunications offences, subdivision C)	Accessing, soliciting or transmitting child pornography or child abuse material using a carriage service	15 years imprisonment
	Engaging in sexual activity with a child under 16 years of age using a carriage service	15 years imprisonment
	Online grooming of a child under 16 years of age	15 years imprisonment



Crimes Act 1914

The Crimes Act 1914 sets out the laws that govern the way legal proceedings under the Criminal Code Act 1995 are conducted, including the conduct of investigations and the protection of children involved in proceedings for sexual offences (under Part 1AD)

State and territory child protection legislation

State and territory laws provide legal protection to children and families that are affected by child exploitation and abuse that occurs in Australia.

State or territory	Legislation	Source
New South Wales	Children and Young Persons (Care and Protection) Act 1998	www.legislation.nsw.gov.au
Victoria	Children, Youth and Families Act 2005	www.legislation.vic.gov.au
Queensland	Child Protection Act 1999	www.legislation.qld.gov.au/OQPChome.html
Western Australia	Children and Community Services Act 2004	www.slp.wa.gov.au/legislation/statutes.nsf/default.html
South Australia	Children and Young People (Safety) Act 2017	www.legislation.sa.gov.au
Tasmania	Children, Young Persons and their Families Act 1997	www.thelaw.tas.gov.au
Australian Capital Territory	Children and Young People Act 2008	www.legislation.act.gov.au
Northern Territory	Care and Protection of Children Act 2007	www.nt.gov.au/dcm/legislation/current.html

Local legislation

Most countries have legislation relating to child exploitation and abuse. When visiting in-country, Shugoki Karate Academy staff and students are required to abide by local legislation, including labor laws regarding child labor.

International Child Protection instruments that Australia is a signatory to

Instrument	Source
The United Nations Convention on the Rights of the Child	www.unicef.org/crc
Optional Protocol to the United Nations Convention on the Rights of the Child on the sale of children, child prostitution and child pornography	www.unhcr.org/refworld/docid/50b353232.html
Optional Protocol to the United Nations Convention on the Rights of the Child on the involvement of children in armed conflict	www.unhcr.org/refworld/docid/47fdfb180.html
Geneva Declaration of the Rights of the Child	www.un-documents.net/gdrc1924.html
International Labour Organization Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour	www.ilo.org/ilolex/english/convdisp1.html



Appendix 6: Child Protection Risk Register

Child Protection Risk Register

Risk Register Owner: Shugoki Karate Academy Approved By:

The Shugoki Karate Academy Board Issue Date: March 2022

Review Date March 2023

Activity Type	Risks to Children	Protocols/procedures to reduce risks to children	Responsible for Strategies /action Timeline
Some karate skills require instructor assistance in the learning phase	Instructor could make inappropriate physical contact with children	Code of conduct explains what instruction behavior is acceptable. The instructor will advise the student of the need to physically touch, if consent is granted by the student, then proceed with the exercise.	Instructors and students are educated about what coaching behavior is acceptable
A child may not be collected after a training session as planned	Adult and child may be alone together at some point · Child may be left alone inside or outside without staff being aware	Supervision rules explain collection requirements and who will look after children collected late	Parents and students always informed of lesson duration Adults wait with child until they are collected
Children sometimes walk home late at night from activities	Child may be abducted Child may be injured / hit by a car	The members will be consulted to determine appropriate strategies to ensure children do not walk home at night unaccompanied by an adult.	Staff who organize the activity must arrange for safe transportation with parents. Parents must sign a consent form that states that their child will walk home from Dojo
A child may say that he/she does not want to go home with their parent	Child may be experiencing harm at home	Ask child for reason. If answer suggests harm to child from someone at home, report to relevant authorities · If not, discuss with parent	CPP Policy
Toilets / changing rooms	Children may change clothes where change rooms are unsupervised and open to the public · Toilets may be isolated / out of sight	Create a “curtained” area for changing if necessary · Encourage children to change / toilet prior to / after class with parents · Keep children in same-sex groups if necessary	Instructors CPP Policy



	<ul style="list-style-type: none"> Toilets may be public facilities that other people can access 	<ul style="list-style-type: none"> Planned toilet breaks where children go in groups Educate children to stay in a group and avoid speaking to strangers in the change room 	
Supervising a large group of children is challenging	<ul style="list-style-type: none"> Responsible adult may resort to violence / physical force, abusive, shaming, humiliating or other harmful discipline methods to control group Group behavior may get out of control and lead to risky behavior 	<ul style="list-style-type: none"> Educate responsible adults in positive discipline strategies Provide a support person for adult Split large groups into more manageable sizes Educate children about their rights and acceptable disciplinary methods Work with children to brainstorm and then implement methods of discipline that are not abusive 	Instructors CPP Policy
Venue may be open / difficult to supervise exits	<ul style="list-style-type: none"> Children may wander away Strangers may enter 	<ul style="list-style-type: none"> Rules explain what area children can use Rules are taught and reinforced with children (including through games) Parents are encouraged to stay and assist with supervision of entries and exits 	Instructors CPP Policy. Parent volunteer involvement
Sporting attire may be revealing	<ul style="list-style-type: none"> Families from some cultures may be offended by attire and choose not to attend /continue attending sports Photos may be taken of athletes and used inappropriately 	<ul style="list-style-type: none"> International standards for karate attire are applied as a minimum, however where possible, cultural/religious requirements will be accommodated. Spectators are requested not to take photos without prior permission 	CPP Policy
Inappropriate person volunteers for supervision duty	<ul style="list-style-type: none"> Volunteer could make inappropriate physical contact with children / abuse children 	<ul style="list-style-type: none"> Care in recruitment selection Only allow people who have a Not Prohibited working with Children check to supervise children 	CPP Policy



Volunteer takes an inappropriate interest in one child	Volunteer could make inappropriate physical contact with children / abuse children	Volunteer code of conduct and appropriate behavior is reinforced to all volunteers, Supervisor / Manager etc. to closely monitor situation · Staff listen carefully to children's concerns and opinions Code of Conduct	CPP Policy
Karate is a sport with risks involved,	Child could be injured in an accident · Instructor could be injured leaving children unsupervised	All instructors are appropriately trained sensei · A first aid trained volunteer or staff member is always available	First Aid Training to be provided to appropriate staff
Competitive sport attracts / creates competitive instructors, parents and athletes	Instructor may push athletes too hard · Children may display aggression to others · Parents may abuse instructors, other children	Codes of conduct outline expectations of instructors, children, parents, teachers, volunteers etc. · A caring culture is developed in which respect for all individuals are valued · Staff and volunteers emphasize other aspects of sport such as enjoyment, teamwork, sportsmanship, and skill development	Codes of conduct
Some participants may have cultural differences to others	Child may be teased or bullied	Shugoki Karate Academy ensures the environment is flexible and supportive of people from a diverse range of backgrounds · The focus is on inclusion, team camaraderie and developing skills	Instructors, students and parents are encouraged to engage with the varied cultural backgrounds at the club
Participants may have a physical disability as well as an intellectual disability	Children may be teased or bullied · Children may choose not to attend training	Instructor finds practical ways to include people of all different abilities in the sport at a level of their choice whilst still maintaining the integrity of the activity	Staff and volunteers undertake MIG (Managing Inclusive Sports) training Code of conduct



Participants may not understand the instruction	Instructors may get frustrated with participant	Ensure instruction is in simple language and repeated for child's cognitive ability, Instruct athlete with disability training	Instructor to attend seminars on coaching
Participants may come to training with illness, infectious disease or injury	Injury may be made worse · Others may catch illness / disease	Students are encouraged to remainat home when ill, Parents called to fetch ill student	OH&S Policy