



ReachUp Ultimate Inc.

**CHILD PROTECTION POLICY
(Draft 2.0)**

May 2015

Approvals/Amendments

- *v1.0 Approved by ReachUp Board: April 14, 2015*
- *V2.0 Approved by ReachUp Board: May 7, 2015*



1.1. Introduction

ReachUp Ultimate is a non-profit organization that encourages the sport of ultimate to inspire healthy and active lifestyles, confidence, sportmanship and fun for girls and boys in under-resourced communities.

We recognize that we have a fundamental duty of care towards children and we acknowledge our responsibility to keep children safe while engaged in our programs and activities.

We oppose all forms of abuse (including physical, sexual, emotional, and intentional neglect), discrimination, exploitation, and manipulation of children.

Everyone who participates in ReachUp Ultimate activities is entitled to do so in an enjoyable and safe environment. ReachUp is committed to following procedures that aim to protect its child participants.

****A child is defined as any person under the age of 18 (UN Convention on Rights of a Child)***

1.2. Frequently Asked Questions (FAQs)

Why do we need a Child Protection Policy?

Protects Children

When actively implemented, child protection policies help to create 'child-safe' organisations. In 'child-safe' organisations children are more likely to be protected from harm, and are able to play in safe environments.

Protects ReachUp Team Members

Child protection policies help volunteers and staff to be clear about expectations about their behaviour with children, what to do if they have concerns, and how to ensure ReachUp activities are safer for children. Organisations with child protection policies, guidelines and systems are less vulnerable to false or malicious accusations of abuse.

Protects and Enhances ReachUp's Reputation

ReachUp is seen by parents, community partners, supporters and the public to operate in accordance with its values and commitment to protect children within its programs.



As an organisation working with children, we have a moral and legal obligation to protect children.

Are we only responsible for reporting incidents of abuse of children that occur during ReachUp program activities?

We are primarily responsible for protecting children while participating in ReachUp activities. We are responsible for reporting incidents that may have occurred outside of project hours and locations if:

1. A child discloses to you that they have been abused by any person outside of ReachUp program hours.
2. You suspect another ReachUp team member of abusing or harming a child participating in ReachUp activity outside of program hours.

2.1. Child Protection Policy Statement

ReachUp Ultimate commits to:

- make the welfare of each child participant the top priority
- ensure that all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Ultimate in a fun and safe environment
- take all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- respond swiftly and appropriately to all suspicions and allegations of poor practice or abuse
- recruit ReachUp volunteers and staff who work with children with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- work in partnership with community partners, parents and children to demonstrate adequate protection for child participants



2.2. Eight Core Practices

For all ReachUpTeam Members Working with Children:

1. Ensure that all ReachUp activities are safe;
2. Make the experience of Ultimate fun and enjoyable: promote fairness, sportmanship, pro-actively address any bullying behaviour, ensure full inclusion for girls and boys and give enthusiastic and constructive feedback.
3. Keep a written record of any injury that occurs during ReachUp activity, along with the details of any treatment given (see Appendix C);
4. Be an excellent role model, this includes not smoking or drinking alcohol in the company of children
5. Work in an open environment and avoid being alone with one child. Ensure any private conversation with a child is in plain view of others;
6. Respond to and report concerns or violations of this Child Protection Policy in accordance with the systems and policies outlined in this policy;
7. Where possible, ensure that ReachUp's community partner has secured parental consent to act in the place of the parent or guardian, if the need arises to administer emergency first aid and/or other medical treatment.
8. Ensure that the Child Protection Photography/Video Guidelines (See Appendix B) are followed when photos or videos are being taken of children by ReachUp, or when interviews are being conducted with them;

2.3. Eight Prohibited Practises

The following are regarded as poor practice and are **prohibited** for ReachUp volunteers and staff:

1. illegal or offensive conduct: any form of sexual, physical, verbal or emotional harassment, assault or abuse is prohibited. This includes behaving in ways intended to shame, humiliate or belittle children.
2. sharing a room with a child
3. smoking or drinking alcohol in the company of children
4. engaging in rough or sexually provocative games
5. allowing or engaging in inappropriate touching of any form
6. making culturally insensitive, racist or homophobic comments and/or allowing young people to use inappropriate language unchallenged
7. making sexually suggestive comments to a child, even in fun
8. allowing allegations made by a young person to go unrecorded or not acted upon



If during ReachUp activities, a ReachUp volunteer or staff:

- accidentally hurts a child
- receives what appears to be a sexual advance from a child
- has a child disclose that he or she has been abused by any person

Report any such incidents to your community liaison within 24 hours, and to the ReachUp Board Chair within 72 hours, and make a written note of it.

2.4. Monitoring and Review of Child Protection Policies

The implementation of this Policy will be regularly monitored and reviewed annually by the ReachUp Board of Directors.

3. Defining Child Abuse

3.1. Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect**. The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.



3.2. Types of Abuse

- **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving children drugs or alcohol would also constitute child abuse.

In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body

- **Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may involve using culturally insensitive or racist stereotyping. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

Emotional abuse in sport may occur when a young person is constantly criticised, given negative feedback and expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

- **Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behavior, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist, culturally insensitive or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the young person too hard to succeed, or a rival athlete or official uses bullying behavior.



- **Neglect** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment. Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the young person safe, or exposing them to undue cold/heat or unnecessary risk of injury.

- **Sexual Abuse** occurs when adults use children to meet their own sexual needs. This could include sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

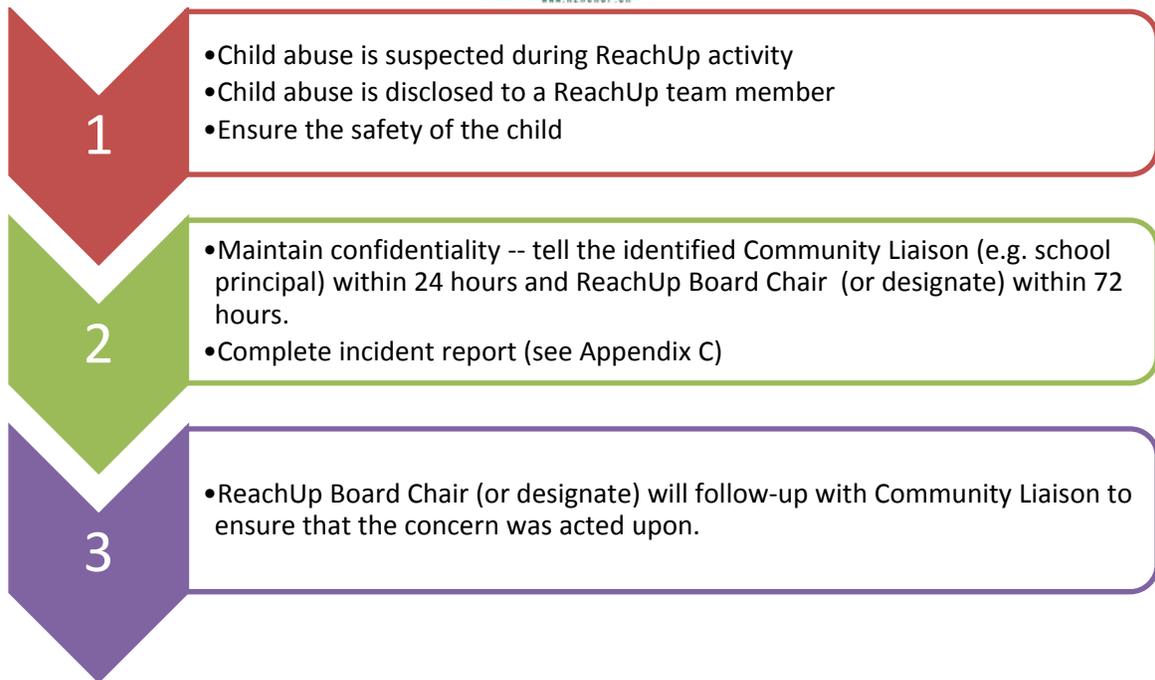
In sport, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if misused, may lead to abusive situations developing.

4. Responding to Concerns or Disclosure

4.1. Protocol

It is not the responsibility of anyone working for ReachUp in a paid or volunteer capacity to decide whether or not child abuse has taken place. However there is a responsibility to report any concerns. This applies **both** to allegations/suspicious of abuse occurring within ReachUp activity and a child's disclosure that abuse is taking place elsewhere.

This section explains how to respond to allegations/suspicious within 24 hours.



4.2. Receiving Disclosure of Possible Abuse

If a child indicates that they are being abused, you should:

- **stay calm** so as not to frighten the child
- **reassure** the child that they are not to blame and that it was right to tell
- **listen** to the child, showing that you are taking them seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. Only ask questions to clarify.
- **inform** the child that you have to inform other people about what they have told you. Tell the child that this is to help stop the abuse continuing.
- **ensure that the safety of the child** is paramount. If the child needs urgent medical attention, ensure this is provided
- **record** all information
- **report** the incident to the Community Liaison **and** ReachUp Board Chair (or designate) [see Section 4.1].

4.3. Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.



4.4. Consequences of Violations of this Policy

If a ReachUp Team Member or representative contravenes the policy, whether within or outside the context of our work, in ways that are criminal, grossly infringe children's rights, or contravene the principles and standards contained in this document, ReachUp will take immediate disciplinary action and any other action which may be appropriate to the circumstances. This may mean, for:

Staff: disciplinary action up to and including termination

Coaches and any other volunteers: disciplinary action up to and including ending the relationship

Partners: possible withdrawal of funding/support

Contractors: possible termination of contract



5. Recruiting and Selecting ReachUp Staff and Volunteers

5.1. Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

5.2. Controlling Access to Children

- All staff and volunteers will complete an application form and interview prior to working with children
- All staff and volunteers will submit to a Police Clearance Letter or Police Check prior to working with children.
- Two confidential references must be obtained. These references must be confirmed through telephone or in-person contact.

5.3. Interview and Orientation

All employees and volunteers should receive formal or informal orientation prior to working with children:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures
- The job requirements and responsibilities should be clarified
- Core Practices and Prohibited Practises should be reviewed
- Child Protection and Cultural Safety Procedures are explained and training needs identified
- At least 1 coach at every ReachUp training event will have up-to-date first aid qualification prior to working with children if the event is not taking place under the auspices of a school.



6. Photography and Filming

What are ReachUp's guidelines for taking photos/videos?

1. Request verbal consent of the child and written consent of his or her parent or guardian using the **Photography/Video Consent Form** prior to taking and using photographs or video footage of children, whenever possible.
2. Accurately portray the context and maintain the dignity of the child. Take pictures of happy, healthy children expressing joy.

7. Attestation of Commitment to Child Protection Form

I, < name>, have read, understood and agree to abide by the contents of ReachUp Ultimate's Child Protection Policy.

Name: _____

Board Member Name: _____

Signed: _____

Signed: _____

Date: _____

Date: _____



APPENDIX A

Application to Volunteer with ReachUp Ultimate Inc. [logo]

**This application will be reviewed by ReachUp Staff and Board Members, but otherwise be kept confidential.*

1. Personal Details

First Name (s):		Last Name:	
Date of Birth:		Street Address:	
City:		Postal Code	
E-mail:		Phone:	

2. Child Protection

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We oppose all forms of abuse (including physical, sexual, emotional, and intentional neglect), discrimination, exploitation, and manipulation of children.

3. Are you a person known to any Social Services department or police force as being an actual or potential risk to children or young people?

Yes No

If yes, please supply details:

4. Please provide the names of TWO confidential references to whom you are not related. Choose references who are familiar with your interactions with children wherever possible.

Name		Phone Number	
E-mail			

Name		Phone Number	
E-mail			

5. Should your application to volunteer is accepted, will you refrain from the following



while volunteering for ReachUp?

Eight Prohibited Practises

9. illegal or offensive conduct: any form of sexual, physical, verbal or emotional harassment, assault or abuse is prohibited. This includes behaving in ways intended to shame, humiliate or belittle children.
10. sharing a room with a child
11. smoking or drinking alcohol in the company of children
12. engaging in rough or sexually provocative games
13. allowing or engaging in inappropriate touching of any form
14. making culturally insensitive, racist or homophobic comments and/or allowing young people to use inappropriate language unchallenged
15. making sexually suggestive comments to a child, even in fun
16. allowing allegations made by a young person to go unrecorded or not acted upon

Yes No

If no, please supply details:

6. I agree to submit the results of a Police Reference Check before volunteering for ReachUp.

Name: _____

Signature: _____ Date: _____



APPENDIX B

Child-Friendly Photography Consent Form

ReachUp Ultimate is a non-profit organization that encourages the sport of ultimate to inspire healthy and active lifestyles, confidence, sportmanship and fun for girls and boys in under-resourced communities.

The words and photos of children and young people are very important to ReachUp Ultimate. We use them to tell people about the work we do. **Will you help us tell the story of what ReachUp does by taking your photograph?**

You don't have to tell us anything you don't want to, and we do not need to include your name.

We might use your photo to show people what ReachUp does in/on:
Leaflets, posters, videos, the media, magazines and other publications, ReachUp websites and other online platforms, like Facebook or Twitter.

If we do take any pictures of you, we'll keep them safely in ReachUp's photo library and we'll use them from time to time.

Please fill in the form below to let us know if you are happy and agree with being interviewed or having your photo taken or if you are not happy and do not agree.

I am happy for my picture, age, and words to be used by ReachUp. I understand these will only be used safely by ReachUp and other organizations that support its work.

If you do NOT want ReachUp to use your picture please tick here.	<input type="checkbox"/>
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Name of Child	
Age	
Signature	
Name of Parent/Guardian	
Parent/Guardian Signature	
Date	
Witness Signature	





APPENDIX C

CHILD PROTECTION INCIDENT REPORTING FORM

Date		Time		Location	
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Reporter's Details

Staff/Volunteer Name		Role	
Phone Number		E-mail	

Child's Details

Child's Name		Age	
Male/Female		Address (if available)	

Details of Concern			
Current Safety of Child			
Witnesses (if any)			
Actions to Date			
Any Other Information			
Completed by:		Signature:	

