



CHILD SAFETY HANDBOOK

1st February 2023



P: 02 4928 1664 E: jason@jasonlawsgolf.com
Jason Laws Golf Academy, 4a Vardon Road, Fern Bay, NSW 2295
Po Box 3 Stockton NSW 2295

TABLE OF CONTENTS

COMMITMENT	4
OFFICE OF THE CHILDREN’S GUARDIAN	5
MEMBER PROTECTION STANDARD	6
PART A: POSITION STATEMENT OF CHILD PROTECTION	8
PART B: CODES OF BEHAVIOUR AND POLICIES	15
PART C: EMPLOYMENT SCREENING	15
PART D: COMPLAINT HANDLING PROCEDURES	16
PART E: REPORTING REQUIREMENTS AND DOCUMENTS/FORMS	16
STANDARD CODES OF BEHAVIOUR	17
GENERAL CODE OF BEHAVIOUR	18
PLAYER CODE OF BEHAVIOUR	18
COACH CODE OF BEHAVIOUR	19
PARENT/GUARDIAN CODE OF BEHAVIOUR	20
POLICY FOR INTERACTING WITH CHILDREN	21
CHILD SAFE INDUCTION AND TRAINING	23
RECRUITMENT INTERVIEW QUESTIONS	25
EMAIL, INTERNET, AND SOCIAL MEDIA POLICY	26
PHOTGRAPHIC AND VIDEO POLICY	28
COMPLAINTS HANDLING PROCEDURE	29
DO I NEED A WORKING WITH CHILDREN CHECKLIST	37
RECORD OF INFORMAL COMPLAINT	38
CONFIDENTIAL RECORD OF FORMAL COMPLAINT	40
CHILD ABUSE INCIDENT REPORT FORM	42
MEDICAL AND CONSENT FORM	47
STAFF MEMBER PROTECTION DECLARATION	49
CHILD SAFETY DECLARATION	50
CHILD SAFE RISK MANAGEMENT PLAN TEMPLATE	51
CHILD SAFE RESOURCES FOR JASON LAWS GOLF ACADEMY	52
RESPONDING TO INCIDENTS OF CHILD ABUSE – FOUR CRITICAL ACTIONS	53
CHILD SAFEGUARDING AND THE LAW FACT SHEET	54

Jason Laws Golf Academy is committed to minimising the risks to health and safety of its children, employees, volunteers, contractors, visitors, and members of the public while conducting its business activities.

Every person undertaking activities on behalf of Jason Laws Golf Academy must be able to carry out activities in a safe manner which does not adversely impact on themselves or others.

Every person has a Duty of Care to ensure, so far as is reasonably practicable, that the health and safety of all children and staff are not put at risk while delivering our programs.

The following Standards, Codes of Conduct, Policies and Procedures in this Child Safety Manual are to be followed to minimise risks while working with children.

Managers are responsible for providing an induction for all staff prior to engaging with children and ensure all appropriate forms are submitted.

The relevant manager must be notified of all accidents, injuries, and incidents for work under their control and an incident investigation should be conducted as soon as possible to ensure control measures are implemented to prevent a recurrence.

The Australian Sports Commission has outlined a “tool kit” to develop policies and procedures to create a Child Safe Sport.

Child Safe Sport TOOLKIT



COMMITMENT

Jason Laws Golf Academy Commitment to Child Safety Poster

The poster features the Jason Laws Golf Academy logo at the top center, consisting of a stylized 'JL' monogram above the text 'JASON LAWS GOLF ACADEMY'. Below the logo, the text 'Is committed to Implementing the Child Safe Standards.' is displayed. The poster is divided into ten colored rectangular boxes, each representing a standard. Each box contains an icon, a title, and a brief description. The standards are: Standard 1 (green shield icon), Standard 2 (orange speech bubbles icon), Standard 3 (red people icon), Standard 4 (teal circular icon), Standard 5 (purple clipboard icon), Standard 6 (blue magnifying glass icon), Standard 7 (green graduation cap icon), Standard 8 (red fence icon), Standard 9 (teal gear icon), and Standard 10 (blue document icon). At the bottom, there is contact information for the Office of the Children's Guardian, including the NSW Government logo and the website www.o cg.nsw.gov.au.

JL
JASON LAWS
GOLF ACADEMY

Is committed to Implementing the Child Safe Standards.

STANDARD 1
Child safety is embedded in organisational leadership, governance and culture

STANDARD 2
Children participate in decisions affecting them and are taken seriously

STANDARD 3
Families and communities are informed and involved

STANDARD 4
Equity is upheld and diverse needs are taken into account

STANDARD 5
People working with children are suitable and supported

STANDARD 6
Processes to respond to complaints of child abuse are child focused

STANDARD 7
Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

STANDARD 8
Physical and online environments minimise the opportunity for abuse to occur

STANDARD 9
Implementation of the Child Safe Standards is continuously reviewed and improved

STANDARD 10
Policies and procedures document how the organisation is child safe

For more information on the Child Safe Standards visit www.o cg.nsw.gov.au

NSW GOVERNMENT | Office of the Children's Guardian

OFFICE OF THE CHILDREN'S GUARDIAN

The [Office of the Children's Guardian](#) provides free training and resources to support child-related organisations.

Some of the things a child safe organisation does are:

- making a public commitment to child safety
- ensuring children have a voice
- having a child safe policy
- implementing a Code of Conduct that explains behavioural expectations of all staff
- ensuring staff working with children have a Working with Children Check when required, and verifying those Checks
- having a child focused complaint handling policy and processes
- providing new staff with an induction that explains the organisation's values and expectations regarding child safety.

[My Role in creating Child Safe Sporting Organisations](#)

Employer & Staff Requirements

1. [Working with Children](#) Registration
2. [Working with Children](#) Responsibilities as an Employer

Child Related Business Requirements

3. [Child Safe Resources](#)
 - a. A Guide to Child Safe Standards
 - b. Child Safe Codes of Conduct
 - c. Child Safe Action Plan
 - d. Child Safe Policy – Understanding & Developing
 - e. Child Safe – Empowerment & Participation
 - f. Child Safe – Reporting Obligations & Processes
 - g. Child Safe – Risk Management Identifying Risk
 - h. Child Safe – Responding to Risk
4. One Stop Reference Page – [Child Safe Sport](#)

Staff Education Requirements

5. Introduction to [Child Safe Standards](#)
6. Child Safe Sport (Module 1) [E-Learning](#)

For further support please contact:

Mark Lorenti Child Safe Officer (Sport & Recreation)

Child Safe Organisations

T (02) 9286 7746 E mark.lorenti@ocg.nsw.gov.au



Office of the
Children's Guardian

MEMBER PROTECTION STANDARD

Jason Laws Golf Academy is committed to providing an environment that is safe for its clients and children, free from harassment and abuse for everyone, and promotes respectful and positive behaviour and values.

This Standard provides a Code of Conduct forming the basis of appropriate and ethical conduct which everyone must abide by.

This Standard is an essential part of Jason Laws Golf Academy proactive and preventative approach to tackling inappropriate behaviour.

Jason Laws Golf Academy is committed to ensuring that everyone associated with the business complies with the Standard.

INTRODUCTION

Jason Laws Golf Academy is committed to participation in all aspects of the sport of golf, whatever clients' status, ability, social, and personal circumstances, in an environment that respects the worth, dignity, and equality of opportunity of all people.

Jason Laws Golf Academy is committed to the advancement of participation in playing, coaching, administering, and working with organisations devoted to golf, based on merit and equal opportunity.

Jason Laws Golf Academy intend, by this Standard, to ensure that in all their dealings, clients shall be treated fairly, with respect, in a manner appropriate to their innate worth and dignity as human beings, and that clients shall advance in their chosen field based on merit and achievement, recognised.

Jason Laws Golf Academy is committed to providing an environment in which all golfers feel free to participate and considers that it is sometimes proper to make special provision for disadvantaged groups and to establish special programs designed to enable their members to overcome any disadvantage and participate in the community on conditions of equality.

PURPOSE

- This Member Protection Standard aims to ensure our core values, good reputation, positive behaviours, and attitudes are maintained. It assists us in ensuring that every person involved in our sport is treated with respect and dignity and is safe and protected from abuse. This Standard also ensures that everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities.
- The Standard attachments provide the procedures that support our commitment to eliminating discrimination, harassment, child abuse, and other forms of inappropriate behaviour from our sport. As part of this commitment, Jason Laws Golf Academy will take disciplinary action against any person or organisation bound by this Standard if they breach it.
- This Standard has been endorsed by Jason Laws Golf Academy and its attachments may be amended from time to time.

WHO IS BOUND BY THIS STANDARD

- This Standard applies to the following, whether they are in a paid or unpaid/voluntary capacity:
 - Employees and Volunteers
 - Support Personnel (e.g., Managers, Physiotherapists, Psychologists, Masseurs, Sport Trainers)
 - Coaches and Assistant Coaches
 - All Players of the game of golf
 - Referees and other Officials
 - Any other person or organisation that is affiliated with Jason Laws Golf Academy
 - Parents, guardians and sponsors who agree in writing (whether on a ticket, entry form or otherwise) to be bound by this Standard.

This Standard will continue to apply to a person even after they have stopped their association or employment with Jason Laws Golf Academy if disciplinary action relating to an allegation of child abuse against that person has commenced.

ORGANISATIONAL RESPONSIBILITIES

Jason Laws Golf Academy must:

- adopt, implement, and comply with this Standard
- ensure that this Standard is enforceable
- publish, distribute, and promote this Standard and the consequences of any breaches of the Standard
- always promote and model appropriate standards of behaviour
- deal with any complaints made under this Standard in an appropriate manner
- deal with any breaches of this Standard in an appropriate manner
- recognise and enforce any penalty imposed under this Standard
- ensure that a copy of this Standard is available or accessible to all people and organisations to whom this Standard applies
- use appropriately trained people to receive and manage complaints and allegations of inappropriate behaviour (e.g., Member Protection Information Officers (MPIOs) and/or Complaint Managers) and display the names and contact details in a way that is readily accessible; and
- monitor and review this Standard at least annually.

INDIVIDUAL RESPONSIBILITIES

Individuals bound by this Standard must:

- make themselves aware of the contents of this Standard.
- comply with all relevant provisions of the Standard, including any Codes of Conduct and the steps for making a complaint or reporting possible child abuse set out in this Standard.
- consent to the screening requirements set out in this Standard, and any state/territory Working With Children Checks (WWCC) 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.
- place the safety and welfare of children above other considerations.
- be accountable for their behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this standard.

PART A: POSITION STATEMENT OF CHILD PROTECTION

- Jason Laws Golf Academy and its employees are committed to seeking to ensure the safety and wellbeing of all children and young people who uses its golf services.
- Jason Laws Golf Academy supports the rights of the child/young person and will seek to ensure a child-safe environment is maintained.
- Jason Laws Golf Academy acknowledges the valuable contribution made by staff and volunteers and encourage their active participation in providing and maintaining a safe, fair, and inclusive environment.
- Jason Laws Golf Academy prohibit all forms of child/young person abuse.
- Child abuse involves conduct which puts a child/young person at risk of harm and may include:
 - Physical Abuse: by hurting a child/young person or a child's/young person's development (e.g., physical harm, providing alcohol/drugs or training that exceeds the child's development or maturity).
 - Sexual Abuse: by adults or other children/young people, where a child/young person is encouraged or forced to watch or engage in sexual activity or where a child/young person is subject to any other inappropriate conduct of a sexual nature.
 - Emotional Abuse: by ill-treating a child/young person (e.g., humiliation, sarcasm, yelling, negative criticism, name-calling).
 - Neglect: failing to protect a child/young person from foreseeable risk of harm or injury.
- Actions that may be indicative of potential abuse are as follows:
 - Inappropriate touching
 - Inappropriate comments
 - Phone contact
 - Social Media contact
 - Unauthorised transportation
 - Invasion of personal space
 - Gift giving
 - Lewd joke telling
 - Enable and condone rule breaking
 - Personal correspondence
 - Provide money
 - Provision of drugs and/or alcohol
 - Teach the child to drive
 - Encourage nudity
 - Attend parties of the players.

IDENTIFY AND ANALYSE RISK OF HARM

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

DEVELOP CODES OF BEHAVIOUR

- Jason Laws Golf Academy will develop and promote a Code of Behaviour that sets out the conduct we expect of adults when they deal and interact with children attending our business premise. We will also implement a code of behaviour to promote appropriate conduct between children.
- These Codes will clearly describe professional boundaries, ethical behaviour, and unacceptable behaviour.

CHOOSE SUITABLE EMPLOYEES AND VOLUNTEERS

- Jason Laws Golf Academy will take all reasonable steps to ensure that our business engages suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This will include using a range of screening measures.
- We will ensure the Working With Children Checks are conducted for all employees and volunteers who work with children, where an assessment is required by law. If a criminal history report is obtained as part of their screening process, we will handle this information confidentially and in accordance with the relevant legal requirements.

SUPPORT, TRAIN, SUPERVISE, AND ENHANCE PERFORMANCE

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

EMPOWER AND PROMOTE THE PARTICIPATION OF CHILDREN

- Jason Laws Golf Academy will encourage children and young people to be involved in developing and maintaining a child-safe environment for our sport.

REPORT AND RESPOND APPROPRIATELY TO SUSPEND ABUSE AND NEGLECT

- Jason Laws Golf Academy will ensure that all our employees and volunteers are able to identify and respond appropriate to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected.
- Further, if any person believes that another person or organisation bound by this Standard is acting inappropriately towards a child, or is in breach of this Standard, he or she may make an internal complaint to us.
- Some general indicators of child/young person abuse include:
 - Showing wariness and distrust of adults
 - Rocking, sucking, or biting excessively
 - Bedwetting or soiling
 - Demanding or aggressive behaviour
 - Sleeping difficulties, often being tired, and falling asleep
 - Low self-esteem
 - Difficulty relating to adults and peers
 - Abusing alcohol or drugs
 - Being seemingly accident prone
 - Having broken bones or unexplained bruising, burns, or welts in different stages of healing
 - Being unable to explain an injury, or providing explanations that are inconsistent, vague, or unbelievable
 - Feeling suicidal or attempting suicide
 - Having difficulty concentrating
 - Being withdrawn or overly obedient
 - Being reluctant to go home
 - Creating stories, poems, or artwork about abuse
- Some indicators of neglect include:
 - Malnutrition, begging, stealing, or hoarding food
 - Poor hygiene, matted hair, dirty skin, or body odour
 - Unattended physical or medical problems
 - Comments from a child that no one is home to provide care
 - Being constantly tired

- Frequent lateness or absence from school
- Inappropriate clothing, especially inadequate clothing in winter
- Frequent illness, infections, or sores
- Being left unsupervised for long periods.

TAKING IMAGES OF CHILDREN

- Images of children can be used inappropriately or illegally. Jason Laws Golf Academy requires that individuals and associations obtain permission from a child's parent/guardian using the consent form contained in *Attachment E5* before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used.
- We also require the privacy of others to be respected and disallow the use of camera phones, videos, and cameras inside the Jason Laws Golf Academy.
- If Jason Laws Golf Academy uses an image of a child, it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname, and will not display personal information such as residential address, email address, or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc. as this information can be used as grooming tools by a person/s.
- Jason Laws Golf Academy will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes participation in the sport, displays its successes, etc.

ANTI-DISCRIMINATION, BULLYING, SEXUAL HARRASSMENT, AND VICTIMISATION

Jason Laws Golf Academy is an Equal Opportunity Employer. The organisations and their staff are governed by legislation, namely: Racial Discrimination Act (Commonwealth), Sex Discrimination Act (Commonwealth), and Anti-Discrimination Act (N.S.W.).

- These three Acts are aimed at eliminating discrimination in a number of areas: Access to places of work, accommodation, advertising, education, employment, rates of pay, promotion, provision of goods and services, termination, and terms of employment.
- Jason Laws Golf Academy is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination and harassment.
- We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, sexually harassed, bullied, or harassed.
- This Standard sets out what conduct will constitute discrimination, bullying, sexual harassment, and victimisation.

STAFF RESPONSIBILITIES

As part of Jason Laws Golf Academy commitment to prevent discrimination, harassment and bullying, all Jason Laws Golf Academy staff must:

1. Follow the guidelines within this Standard
2. Not participate in any victimisation of those who make a complaint
3. Cooperate with any organisation investigations surrounding such a complaint.

Issues arising from this Standard will be handled in accordance with the grievances and problem resolution procedure.

DISCRIMINATION

Discrimination is defined as “any practice or behaviour that unjustly makes distinctions between individuals or groups so as to disadvantage some and advantage others.” It is expected that all staff and management abide by this legislation. If any behaviour is found to be contrary, it may result in disciplinary action if not dismissal.

- Unlawful discrimination involves the less favourable treatment of a person based on one or more of the personal characteristics protected by state or federal anti-discrimination laws.
- Discrimination may also be indirect. Indirect discrimination is unreasonably imposing, or proposing to impose a requirement, condition or practice that has or is likely to have the effect of disadvantaging persons with a particular personal characteristic.
- In Australia it is against the law to discriminate against someone because of their:
 - Age
 - Disability/Impairment (physical, intellectual, mental, or psychiatric)
 - HIV/AIDS status
 - Employment activity
 - Industrial activity/inactivity or membership of an industrial association
 - Lawful sexual activity/sexual orientation
 - Gender identity
 - Transgender, transsexual, or intersex status
 - Marital or relationship status
 - Physical belief or activity
 - Pregnancy, potential pregnancy, or breastfeeding
 - Race, colour, descent
 - National or ethnic origin
 - Religious belief or activity
 - Sex or gender
 - Status as parent or carer
 - Family responsibilities
 - Irrelevant criminal conviction
 - Medical record
 - Personal association with someone who is identified by reference to any of the above attributes.
- Some specific exceptions to State/Territory and Federal anti-discrimination law apply. For example, it is not unlawful discrimination for Jason Laws Golf Academy to hold a competitive sporting activity for boys and girls only who are under the age of twelve, or of any age where strength, stamina, ability, skill set, or physique is relevant.

BULLYING

Bullying is repeated, unreasonable behaviour directed towards a person, or group of persons, that creates risk to health and safety. Bullying encompasses a wide range of behaviour.

- Bullying can be direct, or indirect, and it can include but is not limited to behaviours such as:
 - Abusive, insulting, or offensive language
 - Intimidating behaviour
 - Malicious teasing or practical jokes
 - Giving unreasonable assignment or deadlines
 - Intruding on an individual’s privacy by spying or stalking
 - Displaying offensive material
 - Taking credit for someone else’s work
 - Giving unfavourable duties to specific individuals
 - Excluding or socially isolating an individual
 - Failure to intervene to stop bullying

- Bullying is not:
 - Legitimate and reasonable management action
 - Legitimate and reasonable performance management processes
 - Legitimate and reasonable disciplinary action
 - Legitimate and reasonable allocation of work in compliance with systems
- Jason Laws Golf Academy treats any and every allegation of bullying and/or harassment seriously and proven breaches of this Standard may result in disciplinary action.

HARRASSMENT AND SEXUAL HARRASSMENT

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends, or humiliates another person and which happens because a person has a certain personal characteristic by State or Federal antidiscrimination legislation.

- The offensive behaviour does not have to take place several times, a single incident can constitute harassment.
- Abuse and harassment include unwanted touching, hitting, unwarranted shouting or deliberately using foul and objectionable or abusive language.
- Sexual harassment is one type of harassment and may consist of all or some of the following when committed by a person of either gender against another through:
 - unwelcome conduct, questions, or remarks about a person's sex life
 - staring and leering, or innuendo of a sexual nature
 - unnecessary familiarity such as deliberately brushing against a person
 - sexual jokes, offensive telephone calls, photographs, reading matter or objects
 - sexual propositions or continual requests for dates
 - physical contact such as touching or fondling or unwanted sexual advances.
- Sexual harassment can occur through a wide range of behaviours, regardless of any "innocent intent" on the part of the offender. It can be physical, visual, verbal, or written.
- Sexual harassment is not limited to members of the opposite sex. A person can complain if he or she is harassed by someone of the same sex.
- No employee must be subjected to sexual or any other kind of harassment in the workplace.
- If an employee is subjected to harassment, he/she must report the matter immediately to the CEO or Manager.
- Any employee who witnesses abuse or harassment of another by another staff member should also immediately report such incident.
- Management will thoroughly investigate any complaint and will take disciplinary action, including instant dismissal where appropriate, against any person who has been found to have engaged in sexual or other forms of harassment.

VICTIMISATION

Victimisation means subjecting a person, or threatening to subject a person, to any unfair treatment because that person has or intends to pursue their right to make any complaint, including a complaint under government state or federal law.

- Jason Laws Golf Academy prohibit all forms of sexual harassment, bullying, discrimination, and victimisation. These behaviours are not only unacceptable they may be unlawful pursuant to state and federal legislation.
- It is the responsibility of all employees, volunteers, other participants, and all others bound by this standard to ensure that proper standards of conduct are upheld in connection with golf and to take action to prevent discrimination, sexual harassment, bullying and victimisation.

INTIMATE RELATIONSHIPS

Jason Laws Golf Academy takes the position that sexual relationships between coaches and the adult players that they coach should be avoided.

- Jason Laws Golf Academy takes the view that such relationships while not necessarily constituting unlawful harassment can have harmful effects on the individual player involved, on other players and coaches, and on the sport's public image. Such relationships tend to be intentionally or unintentionally exploitative because there is usually a disparity between coaches and players in terms of authority, power, maturity, status, and dependence.
- Jason Laws Golf Academy standard position is like other organisations who disallow professionals, such as teachers, doctors, and counsellors to have sexual relationships with their clients or students.
- Should a sexual relationship develop between a player and coach, Jason Laws Golf Academy will investigate whether any action is necessary. Factors that may be relevant to consider are the age and maturity of the athlete relative to the coach, the financial or emotional dependence of the player on the coach, and the likelihood of the relationship having any adverse impact on the player and/or other players. If it is determined that the sexual relationship is inappropriate, action may be taken to stop the coaching relationship with the player. Action may include transfer, a request for resignation, or dismissal from coaching duties.
- If an athlete attempts to initiate an intimate sexual relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action. The coach or player may wish to approach Jason Laws Golf Academy MPIO if they feel harassed.
- The law is always the minimum standard for behaviour within Jason Laws Golf Academy and therefore sex with a child is a criminal offence.
- Coaches, officials, volunteers, and athlete support personnel are not to engage in any form of intimate or inappropriate relationships with a child/young person under the age of 18.
- Jason Laws Golf Academy does not condone relationships involving a coach, official, volunteers, independent contractors, other support staff with a child/young person under the age of 18.
- Jason Laws Golf Academy remind all employees, volunteers, independent contractors, other support staff, and other participants and all other bound by this standard that sex with a child/young person is a criminal offence and such conduct will not be tolerated.

GENDER IDENTITY

Gender identity means the gender-related identity, appearance, or mannerisms, or other gender-related characteristics of a person. This includes the way people express or present their gender and recognises that a person's gender identity may be an identity other than male or female. Some terms used to describe a person's gender identity include trans, transgender, and gender diverse.

GENDER IDENTITY DISCRIMINATION AND HARASSMENT

Federal, state, and territory anti-discrimination laws provide protection from discrimination against people based on their gender identity.

- Jason Laws Golf Academy is committed to providing a safe, fair, and inclusive sporting environment all where people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity.
- All persons, regardless of gender identity, are entitled to be always treated fairly and with dignity and respect. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity. This includes discrimination or harassment of a person who is transgender or transsexual, who is assumed to be transgender or transsexual or has an association with someone who has or is assumed to be transgender or transsexual.
- We expect all people bound by this Standard to act with sensitivity when a person is undergoing gender transition/affirmation.
- If any person believes that they are being, or have been, harassed or discriminated against by another person or organisation bound by this Standard because of their gender identity, they may make a complaint.

INTERSEX STATUS

Federal anti-discrimination law, and some state and territory anti-discrimination laws, provide protection from discrimination against a person based on their intersex status.

- Jason Laws Golf Academy is committed to providing a safe, fair, and inclusive environment where all people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their intersex status.

CYBER BULLYING AND INAPPROPRIATE CONDUCT

Cyber Bullying and inappropriate conduct are regarded by Jason Laws Golf Academy and affiliates as unacceptable in golf. These forms of conduct are unlawful and have the potential to cause great anxiety and distress to the person targeted by hurtful or derogatory comments or statements.

- New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments.
- Jason Laws Golf Academy will not tolerate abusive, discriminatory, intimidating, or offensive statements being made online. This is limited to comments made on any online digital media which may result in bringing golf and/or Jason Laws Golf Academy into disrepute.
- Frustration at a staff member or volunteer never be communicated on social networking or internet websites. These issues should instead be addressed – in a verbal and/or written statement or a complaint to the relevant party.

DIGITAL MEDIA

Jason Laws Golf Academy acknowledges the enormous value of digital media, such as Websites, email, and social media channels, e.g., Facebook, Twitter, Instagram, TikTok, SnapChat, YouTube, etc., to promote golf and celebrate the achievements and success of the people involved in golf.

- Jason Laws Golf Academy expects all people bound to this standard to conduct themselves appropriately when using digital media sites to share information related to golf.
- Digital media activity includes, but not limited to, postings, audios, blogs, status updates, tweets, and videos.
 - Must not contain material which is, or has been the potential to be offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist, or otherwise inappropriate.
 - Must not contain material, which is inaccurate misleading, or fraudulent.
 - Must not contain material, which is in breach of laws, court orders, undertakings, or contracts.
 - Should respect and maintain the privacy of others; and
 - Should promote the sport in a positive way.
- This is limited to comments made on any online affiliate or Jason Laws Golf Academy digital media and does not apply to the personal use of social media, where there is no reference to Jason Laws Golf Academy, an affiliate, or an executive member of the affiliate.

RELATED POLICIES

- Digital Media Policy
- Copyright Policy
- Photographic and Public Consent Policy
- Email, Internet, and Social Media Policy
- Whistleblower Policy

PART B: CODES OF BEHAVIOUR AND POLICIES

Jason Laws Golf Academy seek to provide a safe, fair, and inclusive environment for everyone involved in our business. To achieve this, we require certain standards of behaviour by players/athletes, coaches and parents/guardians (of child participants).

Our Codes of Behaviour are underpinned by the following core values:

- To act within the rules and spirit of our sport.
- To display respect and courtesy towards everyone involved in our sport and prevent discrimination and harassment.
- To prioritise the safety and well-being of children and young people involved in our sport.
- To encourage and support opportunities for participation in all aspects of our sport.

RELATED CODES OF BEHAVIOUR

- Standard Codes of Behaviour
- Standard for Interacting with Children
- Communication Standard
- Coach Code of Behaviour

PART C: EMPLOYMENT SCREENING

WORKING WITH CHILDREN CHECK REQUIREMENTS

Jason Laws Golf Academy are committed to providing a safe environment for children. As part of this, we will recruit staff and volunteers who do not pose a risk to children.

- Employment screening and Working With Children Checks (WWCC) can involve criminal history checks, signed declarations, referee checks, and other appropriate checks that assess a person's suitability to work with children and young people.
- WWCC laws are currently in place in New South Wales, Queensland, Western Australia, Victoria, the Northern Territory, the Australian Capital Territory, Tasmania, and South Australia.
- Jason Laws Golf Academy will meet the requirements of the relevant state or territory WWCC laws.
- Individuals travelling with children and young people to another state or territory in a work-related capacity must comply with the screen requirements of that state or territory.
- All new and existing employees **MUST** complete the following courses:
 1. [Child Safe Sport \(Module 1\)](#)
 2. [Child Safeguarding & Sport Induction](#)
- All Jason Laws Golf Academy staff and volunteers **MUST** provide a WWCC (NSW) or a Working with Vulnerable People Certificate (A.C.T.).
- All volunteers **SHOULD** complete the Child Safe Sport (Module 1).
- Certificate of Completion/s **MUST** be filed.

RELATED DOCUMENTS

C1: Member Protection Declaration

PART D: COMPLAINT HANDLING PROCEDURES

Jason Laws Golf Academy will deal with all complaints in a fair, timely, and transparent manner. All complaints will be treated seriously.

- We will provide individuals with informal and/or formal process to resolve the matter, along with access to an external complaint handling body, based on the nature of the complaint and our rules and regulations.
- We also provide an appeals process for those matters.
- We will maintain confidentiality where possible and as provided in this Standard and seek to ensure that no one is victimised for making, supporting, or providing information about a complaint.

RELATED DOCUMENT

Complaints Handling Procedure

PART E: REPORTING REQUIREMENTS AND DOCUMENTS/FORMS

Jason Laws Golf Academy will ensure that all the complaints we receive, both formal and informal, are properly documented. This includes recording how the complaint was resolved and the outcome of the complaint.

- This information, and any additional records and notes, will be treated confidentially (subject to disclosure required by law or permitted under this Standard) and stored in a secure place.
- We will treat any allegation of child abuse or neglect promptly, seriously, and with a high degree of sensitivity.
- We will ensure that everyone who works with our organisation in a paid or unpaid capacity understands how to appropriately receive and record allegations of child abuse and neglect and how to report those allegations to the relevant authorities in their state or territory.

RELATED DOCUMENTS

- Record of Informal Complaint
- Record of Formal Complaint
- Handling an Allegation of Child Abuse
- Confidential Record of Child Abuse Allegation
- Consent to Be Photographed

STANDARD CODES OF BEHAVIOUR

INTRODUCTION

Jason Laws Golf Academy seeks to provide a safe, fair, and inclusive environment for everyone involved in golf.

To achieve this, Jason Laws Golf Academy require certain standards of behaviour of players, athletes, coaches, parents and/or guardians (of child participants).

PURPOSE

The Codes of Behaviour are underpinned by the following core values:

- To act within the rules and spirit of golf.
- To display respect and courtesy towards everyone involved in golf and prevent discrimination, bullying, and sexual harassment.
- To prioritise the safety and well-being of Children and Young People involved in golf.
- To encourage and support opportunities for participation in all aspects of golf.
- To maintain appropriate boundaries when interacting with children.

APPLICATION

The Codes of Behaviour apply to the following people whether they are operating in a paid or unpaid/voluntary capacity in Jason Laws Golf Academy:

- All employees, volunteers, independent contractors, and other workplace participants.
- Any other person or organisation that is affiliated to Jason Laws Golf Academy.
- Any person who is a participant in a golf activity at Jason Laws Golf Academy.
- Parents, guardians and any other person to the full extent that is possible; and
- Any other person who has agreed to be bound by this standard.

The Codes of Behaviour apply to each of the above persons during golf activities always sanctioned or controlled by Jason Laws Golf Academy and when acting in any capacity, whether voluntary or paid, on behalf of Jason Laws Golf Academy.

BREACH OF THIS STANDARD

Any alleged breach of the Codes of Behaviour should be managed using the process outlined in the Jason Laws Golf Academy Member Protection Standard (*Complaints Handling Procedures*).

A list of related Jason Laws Golf Academy policies which may be considered when dealing with an alleged breach of the Codes of Behaviour are listed below:

- Jason Laws Golf Academy Member Protection Standard
- Jason Laws Golf Academy Policy for Interacting with Children
- Jason Laws Golf Academy Digital Media Policy
- Jason Laws Golf Academy Photographic and Publicity Consent Policy

ROLE-SPECIFIC CODES OF BEHAVIOUR

In addition to the *General Code of Behaviour*, Jason Laws Golf Academy has developed role-specific Codes of Behaviour. These Codes are as follows:

- Player Code of Behaviour
- Code of Conduct In-Play
- Coach Code of Behaviour
- Parent/Guardian/Code of Behaviour

GENERAL CODE OF BEHAVIOUR

As a person required to comply with this Standard, you are to meet the following requirements regarding your conduct during any golf activity sanctioned by Jason Laws Golf Academy.

- Respect the rights, dignity and worth of all people involved in golf regardless of their gender, ability, cultural background, religion, or any other personal characteristic.
- Be ethical, fair, considerate, and honest in all dealings with others.
- Make a commitment to providing a quality service.
- Do not use your involvement with golf to promote your own beliefs, behaviours, or practices.
- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example, and they can be easily influenced.
- Always place the safety and welfare of children above other considerations.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, whenever possible.
- Comply with all relevant Australian laws (Commonwealth and State), particularly anti-discrimination, occupational health and safety, and child protection laws.
- Refrain from any behaviour that may bring Jason Laws Golf Academy into disrepute.
- Provide a safe environment for the conduct of golf activities.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Be responsible and accountable for your conduct.
- Abide by the relevant Jason Laws Golf Academy role-specific Codes of Behaviour and understand the consequences if you breach or are aware of any breaches of this Code of Behaviour.

PLAYER CODE OF BEHAVIOUR

In addition to Jason Laws Golf Academy General Code of Behaviour, you are to meet the following requirements with regard to your conduct during any golf activity conducted by Jason Laws Golf Academy. In your role as a player, you are to:

- Respect the rights, dignity, and worth of fellow players, coaches, officials, and spectators.
- Refrain from conduct which could be regarded as sexual harassment, discrimination, bullying, and/or victimisation.
- Respect the talent, potential, and development of fellow players and competitors.
- Participate fairly and safely.
- Be frank and honest with your coach concerning illness and injury, and your ability to train and play fully.
- Conduct yourself in a responsible manner relating to language, temper, and punctuality. Do not use profane language at any time.
- Abide by the rules and respect the decision of the umpires. Be courteous and use the correct process when seeking a rule clarification.
- Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
- Co-operate with coaches and staff in relation to programs that adequately prepare you to competition.

- Do not engage in illegal practices that affect sporting performance (including illegal drug use or sports doping).
- Applaud all good play, by your own team and opponents.
- Respect and acknowledge the contribution of those who create the opportunity for you to play, e.g., scorers, coaches, timekeepers, administrators, and officials.

COACH CODE OF BEHAVIOUR

SAFETY AND HEALTH OF PARTICIPANTS

- Place the safety and welfare of the participants above all else.
- Be aware of and support the sport's injury management plans and return to play guidelines.

COACHING EXCELLENCE

- Help each person (athlete, official, etc.) to reach their potential. Respect the talent, development stage and goals of each person, and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each participant as an individual.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of participants.

HONOUR THE SPORT

- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Respect the decisions of officials, coaches, and administrators.
- Show respect and courtesy to all involved with the sport.
- Display responsible behaviour in relation to alcohol and other drugs.

INTEGRITY

- Act with integrity and objectivity and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications or coaching experience to be misrepresented.
- Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods.
- Never participate in or advocate practices that involve match fixing.

RESPECT

- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality, or religion.
- Do not tolerate abusive, bullying, or threatening behaviour.

PARENT/GUARDIAN CODE OF BEHAVIOUR

OUR COMMITMENT

Jason Laws Golf Academy is committed to providing a safe environment for participation. Aggressive, threatening, or other inappropriate behaviour by clients, their families and their friends while attending the Jason Laws Golf Academy will not be tolerated.

These behaviours outlined include but are not limited to:

- using bad language.
- harassing or ridiculing other clients, coaches or volunteers.
- making racist, religious, sexist, or other inappropriate comments to players, coaches or volunteers.
- any threatening behaviour or physical altercation between clients, coaches and volunteers.
- putting undue pressure on children, berating them, or putting down their performance.

WHAT WE WILL DO

- Provide our Code of Behaviour and make clear what is expected and the consequences of non-compliance.
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, in our newsletter, and through other communication channels.
- Encourage our coaches and volunteers to complete training to develop their skills and confidence.
- Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this standard and take disciplinary or whatever other actions as are deemed necessary.
- Encourage our coaches and volunteers to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

WHAT WE ASK YOU TO DO

- Help create a positive atmosphere by showing respect to others.
- In the instance of a group training session, for example JNJG, HAS etc; all parents/guardians are required to leave the Academy premises after registering their child and return at the completion of the days scheduled activities.
- Abide by our Code of Behaviour and refrain from using bad language, harassing, or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a Jason Laws Golf Academy Staff member, ask for their assistance.
- Report any inappropriate spectator behaviour to the MPIO, senior staff member, or someone in a position of authority.
- Call the police if you are concerned for your safety or the safety of others.

NON-COMPLIANCE

Parents found to have behaved inappropriately are bound by the Code of Behaviour at Jason Laws Golf Academy face disciplinary action as outlined in our Member Protection Policy.

POLICY FOR INTERACTING WITH CHILDREN

INTRODUCTION

Jason Laws Golf Academy are committed to ensure the safety and wellbeing of all children and young people who participate in golf and access golf services.

PURPOSE

This Policy was developed to provide Coaches and other personnel in positions of authority guidelines on how to maintain appropriate boundaries when interacting with children.

APPLICATION

Coaches and other personnel in positions of authority, whether they are operating in a paid or unpaid/voluntary capacity in Jason Laws Golf Academy should maintain clear physical, emotional, social, and sexual boundaries.

PHYSICAL BOUNDARIES

- Use drills to develop fitness, not as a punishment.
- Only use physical contact that is appropriate for the development of a particular skill and has the permission of the athlete.
- Work within sight of others at all times.

EMOTIONAL BOUNDARIES

- Use positive feedback on performance, not negative feedback about the person.
- Be encouraging and avoid put-downs.

SOCIAL BOUNDARIES

- Attend sport related events such as sponsorship and fundraising events, celebrations, and annual meetings, but do not socialise with athletes outside sporting functions.
- Do not socialise with athletes via personal social media (Juniors can follow your social media, but you cannot follow them and/or follow back).

SEXUAL BOUNDARIES

- Do not have sexual relationships with athletes you are coaching.
- Do not touch athletes in ways likely to make them feel uncomfortable.

MINIMISE PHYSICAL CONTACT

- Generally, physical contact with players or participants should be to:
 - Develop sport skills
 - Give sports massage
 - Treat an injury
 - Prevent or respond to an injury
 - Meet the specific requirements of the sport

- All physical contact by personnel should fulfil the following criteria:
- Physical contact should be appropriate for the development of a sport skill/s
- Permission from the player or participant should always be sought
- Players or participants should be congratulated or comforted in public, not in an isolated setting.

AVOID BEING ALONE WITH A CHILD

- To protect yourself and the child from risk:
- Do not isolate yourself and a child and avoid being alone with any particular child.
- Do not provide transportation for a child unless accompanied by another adult.
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (e.g., other coaches, officials, or parents/guardians)
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children.

CHILD SAFE INDUCTION AND TRAINING

PURPOSE

These induction and training requirements have been developed to ensure that staff, volunteers, contractors, and consultants are provided with the information they need to undertake their duties in accordance with our business's policies, guidelines and procedures, in particular that they:

- are aware of and remain alert to the risk of child abuse
- understand our commitment to preventing and responding to child abuse
- understand how they are expected to behave towards children and young people
- know how to identify and respond to child abuse, and
- understand their responsibility in relation to identifying and responding to child abuse.

SCOPE

These requirements apply to all existing, new, and prospective staff, volunteers, students, contractors and consultants.

RESPONSIBILITIES

Jason Laws is responsible for ensuring that Jason Laws Golf Academy induction and training requirements are met.

Position	Responsibility
Director of Instruction	Implement policies and procedures across the organisation Ensure staff and volunteers have access to and understand this policy and related procedures Ensure all managers/supervisors have access to support and advice to understand and implement policies and procedures
MPIOs	Review and update this document and supporting resources in consultation with relevant stakeholders Support the coordination of the Child Safe framework and implementation Provide training and advice in the application of policies and procedures
Managers and Staff	Ensure policies and procedures are followed and implemented
Volunteers	Compliance with policy and procedure.

KEY REQUIREMENTS

Induction

Except as outlined in this document all staff, volunteers, contractors, and consultants will complete an induction process including:

- provision of information on the organisation's Child Safe Sport Commitment including the Code of Behaviour and the child safe reporting process; and
- signing the Member Protection Declaration and Child Safety Declaration.

Ongoing Training and Education

Staff and volunteers will receive ongoing training and education including through the following mechanisms:

- An annual child safe questionnaire requiring staff and volunteers to review and answer questions regarding the suite of child safe processes (especially in relation to the Code of Behaviour and reporting).
- Child Safety as an item for discussions of child safe issues and scenarios in staff meetings at least 6 monthly.
- Periodic training and updates of relevant policies

Short Term Staff and Volunteers, Consultants and Contractors

Induction and Training requirements for external providers are dependent on their level of interaction with children and young people both in terms of the level of unsupervised contact they may have and the duration of contact.

RECORDS AND DOCUMENTATION

We maintain records of our induction and training processes including records of:

- sign off of commitment to the Child Safe Code of Behaviour/Member Protection Declaration

SUPPORTING RESOURCES

- New Employee Induction Checklist
- Play By the Rules, <https://www.playbytherules.net.au>

RECRUITMENT INTERVIEW QUESTIONS

[The following is a list of sample interview questions for applicants for staff and volunteers. To develop a complete interview template, you need to add questions that address other areas relevant to the role and duties for which you are recruiting (an example of this is provided in the latter part of this document).] You must at a minimum ask the following as part of the interview process:

- Can you please tell us about your beliefs and values in relation to working with children and young people?
- Can you please tell us about your awareness and understanding of child protection?
- Can you please tell us about your professional experience, competencies and qualifications in relation to working with children and young people?
- Can you please tell us why you left your previous position?

Additional optional questions

[You may wish to use these when the position being recruited works predominantly with children or young people.]

- What do you find most rewarding about working with children and young people?
- What do you find most challenging about working with children and young people?
- How would you handle a child who is behaving in a manner that is disruptive in a group setting?
- How do you think your peers, supervisors and referees would describe the way you work with children and young people?
- Are there any children whom you would not wish to work with and, if so, why?
- How would you deal with a child or young person who is acting aggressively?
- Have you ever lost your temper working with children or young people? What was the trigger for this? What was the outcome?
- How would you respond to a child or young person who disclosed they were being subjected to abuse?
- A parent of a child attending your service wants someone from the organisation to care for their child out of hours. What would be your response to this request?
- What would you do if you thought another staff member or volunteer was harming a child or young person?
- What would you do if you thought a child or young person was being abused at home?
- Can you tell us about children or young people you have found challenging to work with? What strategies do you use to handle challenging behaviour?
- How would you handle a child who appears sad and refuses to participate in activities?
- Have you ever had any disciplinary action taken against you in relation to your working with children and young people?

Recruitment Advertising Statements

[Sample statement that could be used where space is not at a premium, such as in promotional material or on a website. Note this needs to reflect any jurisdictional requirements where the job ad is being posted.]

Jason Laws Golf Academy is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that may include, but is not limited to, comprehensive reference checks, an identity check, a 'working with children' or equivalent check and/or a 'national criminal history record' check.

[Sample statements for use where space is at a premium, such as in job advertisements or on stationery.]

- Employment in this position is subject to a satisfactory criminal history record check.
- The successful applicant is required to possess a valid 'working with children' check.
- It is an offence in this state for a person convicted of a serious sex offence to apply for this position. Relevant screening will be conducted.
- Our organisation is committed to protecting children and young people.
- Our organisation has extensive protocols and procedures to protect children and young people in its care.

EMAIL, INTERNET, AND SOCIAL MEDIA POLICY

INTRODUCTION

Staff at Jason Laws Golf Academy are provided with internet access and email for legitimate business purposes only. Reasonable personal use is permitted in non-work time, subject to the limitations set out below.

PURPOSE

This policy sets out the appropriate standard of behaviour for all employees accessing on-line services, including the internet, email, and social media. It is designed to protect the business and its employees from legal liability arising from breaches of anti-discrimination and other laws. Note also, email can be subject to court orders for production as evidence in the course of litigation.

BREACH

Breach of this policy will result in disciplinary proceedings. For serious breaches, such as accessing sexually explicit material from the internet, could result in dismissal.

Under no circumstances are staff permitted to download and save on a business device or the network any non-business material or files without prior approval from Director of Instruction.

PRIVACY

As far as reasonably possible, Jason Laws Golf Academy will respect the privacy of individuals in the application and enforcement of this code.

Staff are reminded and should recognize that each and every access to the internet exposes Jason Laws Golf Academy IT network to programs and files that may contain viruses or other such damaging material, that may severely affect the operation of the business.

THIS POLICY

1. Only use the internet, email and social media for legitimate business purposes related to your job. However, permission from your manager may be sought to use the internet in non-work time for study, research, or other reasonable purposes.
2. Do not use company time and resources for personal gain.
3. Do not use the internet, email, or social media to send defamatory, threatening, or obscene messages to other employees or to anyone outside the business
4. Do not use the internet, email, or social media to send politically, racially, and or sexually harassing messages or other illegal communications to other employees or to anyone outside the company.
5. Do not download, retrieve, or send sexually explicit, racist, or otherwise discriminatory or illegal material from the internet, email, or from social media at any time while you are on work premises, or while using company computers outside of work premises. This behaviour is considered serious misconduct and will result in the instant dismissal of the employee(s) involved unless the employee is able to reasonably explain the occurrence as accidental or unintended.
6. Do not send chain mail in any format, including email.
7. Do not, without express authority, access (hack) any computer, whether owned by the company or by any other organisation. This behaviour is illegal, leaving employees liable to criminal prosecution as well as disciplinary action by the business.

8. Do not use another employee's computer or access to gain unauthorised access to the internet or online services.
9. When you send mail on the internet, do not include confidential information, and avoid responding to emails using "Reply All" unless it is crucial that the content requires attention by all recipients.
10. Do not use the internet for the creation of legal or contractual obligations unless specifically authorised by senior management.
11. Do not connect to personal (i.e., employee subscribed accounts) internet or online services during working hours using person or company equipment unless specifically authorised by senior management.
12. Obey privacy and **copyright laws**. See related Copyright Policy and Privacy Policy.

Remember that internet, email, and social media access and all of the programs, files, databases and contact details used in these functions are the property of the company and should be dealt with accordingly.

Jason Laws Golf Academy reserves the right to monitor (log) email, internet, and social media use in order to maintain the standards set out in this policy and the security of our computer system. The Director of Instruction has the right to access information so logged.

SEEKING ADVICE

If you have any problems, questions, or need help or advice, please do not hesitate to speak to your manager. They are often the best qualified and suitable people to talk things through with you.

If you would then like to talk to the Director of Instruction, please feel free to do so. At any point when dealing with a Manager you may invite a fellow worker to accompany you.

More serious issues can be dealt with under the Counselling Procedures section of Procedures and Operations Manual.

PHOTOS AND VIDEOS AT JASON LAWS GOLF ACADEMY

In general, photos and videos may be taken at Jason Laws Golf Academy during the course of a golf lesson. Common sense and courtesy must apply. It is important to respect the privacy and needs of individuals.

Exclusions at events:

- If an individual does not want (or does not want their child) to be photographed or videoed, they should let the teaching professional know politely, that no photos should be taken of that individual or child.
- Some individuals may request that images not be taken for cultural, spiritual, religious beliefs, legal reasons, or other personal matters.
- If the image was posted on a Jason Laws Golf Academy digital media site, the site administrator to take steps to remove those images as soon as possible.

COMPLAINTS HANDLING PROCEDURE

COMPLAINTS PROCEDURE

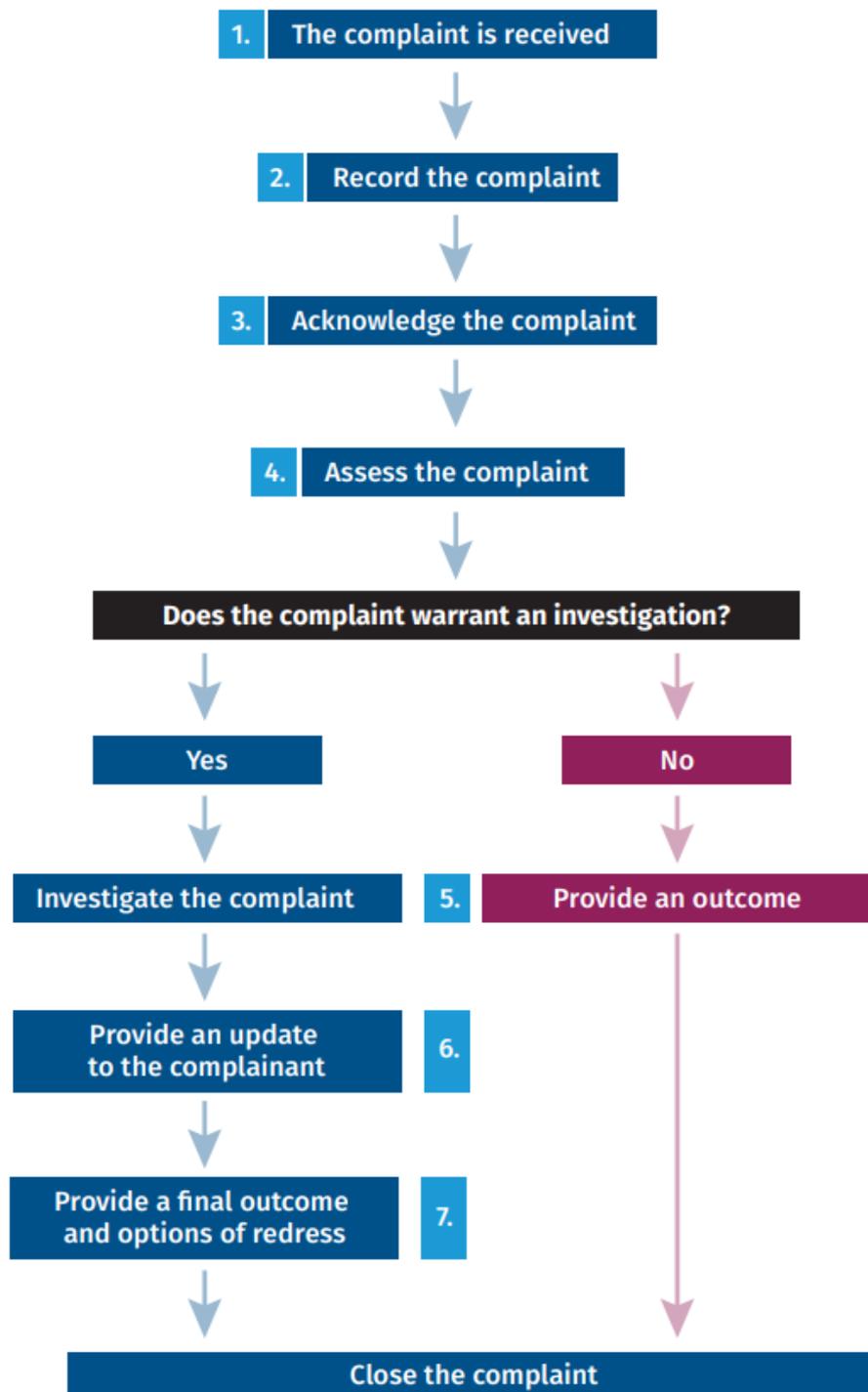
IF YOU BELIEVE A CHILD IS IN IMMEDIATE DANGER OR A LIFE-THREATENING SITUATION, CONTACT THE POLICE IMMEDIATELY ON 000 (TRIPLE 0).

The NSW Ombudsman provides a five-step process on handling general complaints¹.

1. **Complaint is received:** Complaints may be received in various ways, including online, by phone, email, social media, or in person.
2. **Record the complaint:** Record details of the complaint according to Jason Laws Golf Academy policies and procedures, e.g., contact details of person making the complaint, verbal or written correspondence, details of the issue and how the complainant wants it to be resolved, and any support the complainant may need. If the complaint is resolved at first contact, record details about the resolution – such as referrals or information provided.
3. **Acknowledge the complaint:** Let the complainant know that you've received their complaint as soon as possible and within Jason Laws Golf Academy specific timeframe.
 - Consider the most appropriate communication channel – e.g., by phone or email.
 - Include a contact point for the complainant, key timeframes, and the likely next steps. This helps to manage what Jason Laws Golf Academy expects of the complainant and what the complainant can expect of Jason Laws Golf Academy.
4. **Assess the complaint:** Assess the complaint to decide what action to take next. An initial assessment may cover:
 - Jason Laws Golf Academy jurisdiction
 - Involvement of other organisations
 - Feasibility of the complainant's suggestion
 - Severity, urgency, and complexity
 - Health and safety implications
 - Impact on the individual, the general public and Jason Laws Golf Academy
 - Potential to escalate
 - If there is more than one issue raised in the complaint – check if each issue needs to be handled separately.
5. **Decide what action to take:** After assessing a complaint, you will need to decide what action to take next:
 - If you need more information or the complaint is very serious, you may need to investigate the complaint.
 - If you don't need to investigate the complaint, advise the complainant of the outcome. Explain reasons for the decision, remedies, and options for review.
 - Keep records about how the complaint was managed, the outcome, recommendations and any actions that need to be followed up.

¹ New South Wales Ombudsman (12 September 2022). SOURCE: <https://www.ombo.nsw.gov.au/guidance-for-agencies/effective-complaint-handling/complaint-handling-process>

COMPLAINT HANDLING FLOW CHART



WHAT IS A CHILD-RELATED REPORT?

A report is a process and recording of a safeguarding observation or incident or disclosure made to Jason Laws Golf Academy entity by a person regarding the abuse, potential abuse of, or misconduct or other inappropriate behaviour involving a child in relation to their participation in golf.

A report should be made by any person who has a concern regarding, is aware of, or has been the subject of or impacted by, a safeguarding incident, or receives a disclosure from a child using either the:

- Online report form (available via Jason Laws Golf Academy Website policies page)
 - Record of informal complaint
 - Confidential record of formal complaint
 - Confidential record of child abuse allegation.

A person making a report to a Jason Laws Golf Academy entity may have a mandatory legislative obligation to report certain conduct or behaviour involving a Child to a government Child protection agency. Staff and volunteers are encouraged to familiarise themselves with the mandatory reporting and reportable conduct obligations that are applicable in NSW/A.C.T.

HOW TO MAKE A REPORT

Juniors, parents and/or affiliates are able to make a report by completing the relevant online form found at www.jasonlawsgolf.com or to a Jason Laws Golf Academy staff member by completing the relevant form provided at the time of complaint.

After completing the form, the junior, parent and/or affiliate should provide this to the appropriate Jason Laws Golf Academy MPIO registered staff member.

REPORT CATEGORY

There are a number of factors that may apply to the matters referred to in a report. For example, there may be different types of conduct and behaviour, degrees of severity of conduct or behaviour and the potential risk to the safety and wellbeing of a child.

Reports are assessed as being either:

- **A Category 1 Matter:** is the most serious type of matters, where there is likely to be the highest risk of or actual damage to the safety and wellbeing of a child. Category 1 Matter include, but are not limited to:
 - Conduct or behaviour that is likely to or has resulted in significant danger or damage to the wellbeing and safety of a child.
 - Any report that involves sexual abuse, a sexual offence, sexual harassment, grooming, or any other criminal behaviour.
 - Any report of serious abuse of a child and
 - Any report that is currently being investigated by or has been the subject of a determination or finding of guilt by the Police, government Child Protection agencies, any regulatory or external agency or the courts.
- **A Category 2 Matter:** is a serious matter that may include localised or lower-level conduct or behaviour and where there is no immediate or material concern regarding the safety and wellbeing of a child. A Category 2 Matter may include, but is not limited to:
 - Conduct or behaviour that may be of concern but is not likely to or has not resulted in significant danger or damage to the wellbeing and safety of a Child.
 - Any report of less serious abuse of child.

- Any report of recurring, inappropriate behaviour or conduct that is not a serious or immediate concern or threat to the safety and wellbeing of a child.
- **A Category 3 Matter:** is a matter that is not a Category 1 or 2 Matter. It may be a range of conduct or behaviour that may often be referred to as poor or improper practice. A Category 3 Matter includes, but is not limited to:
 - Inappropriate conduct or behaviour that does not involve or is not related to Sexual Abuse or Criminal matters.
 - Conduct or behaviour that may, at times, be inadvertent or unintentional.
 - Unacceptable conduct or behaviour that is not abuse or illegal.

REPORTING SAFEGUARDING MATTERS TO THE APPROPRIATE LEVEL

Staff should always make a report where:

- The staff has a reasonable concern about the safety, wellbeing, or care of a child.
- The staff is aware of, witnessed, or was involved in a safeguarding incident involving a child.
- The staff received a disclosure from a child.

If the staff has concerns regarding the immediate safety and wellbeing of a child, they should contact the Police by calling 000 immediately. There may be an additional obligation to notify government child protection agencies in NSW/A.C.T. in relation to the mandatory reporting of certain behaviour or conduct, or reportable conduct obligations, of incidents involving children.

The general principle is that where practical safeguarding matters should be dealt with at the level of the sport that the behaviour, conduct, or incident occurred.

Safeguarding matters that are:

- **Category 2 Matter** or **Category 3 Matter**, to be reported to and dealt with or managed by Jason Laws Golf Academy which behaviour or incident occurred, where possible, and
- **Category 1 Matter**, be reported to and dealt with or managed by Jason Laws Golf Academy.

The following summary examples are provided way of illustration in the event of a Category 2 or 3 Matter:

- **Club Level Matter:** incidents that occur at club level, or that involved people operating at club level, should be report to and handled by the club at first instance.

REPORTING TO STATE OR TERRITORY GOVERNMENT CHILD PROTECTION AGENCY AND THE POLICE

If Jason Laws Golf Academy staff, Volunteers, and/or Affiliate believes a Child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Each state and territory have legislation which requires that certain conduct or behaviour involving a Child must be reported to a government Child Protection Agency, which is often referred to as 'mandatory reporting' or 'reportable conduct'. Staff are encouraged to familiarise themselves with the reporting requirements that are applicable to their state or territory.

If a Jason Laws Golf Academy staff and/or affiliate receives a report which relates to a Category 1 Matter, such as serious abuse of a child, and the body reasonably believes that the child is, has been, or is at risk of being, the subject of abuse, Jason Laws Golf Academy must report the matter to the relevant state or territory government Child Protection Agency.

EMERGENCY / CHILD AT RISK OF IMMEDIATE HARM

Call 000—Police for danger, ambulance for medical concern.

POLICE

Abuse/Criminal Allegations—Report straight to police—they should be the first port of call in case they need to conduct an investigation. The police are primarily interested in gathering evidence in order to conduct legal action.

If a matter involves the police, it is important that you seek their advice regarding telling anyone about the matter, including the person who is the subject of the allegation. You could jeopardise the criminal investigation if you tell the person that the police have been told (they start deleting hard drives or flee the country).

DEPARTMENT OF COMMUNITIES AND JUSTICE (DCJ)

If a child is at risk of serious harm, report to DCJ using <https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk>

DCJ focus on protecting children and removing them from danger. They include danger children may be in from their own family.

OFFICE OF CHILDREN’S GUARDIAN (OCG)

OCG are primarily focused on regulating and monitoring child related workers. They make sure that people working with children are appropriate and help organisations to improve child safety.

Reporting to OCG for concerns about a WWCC holder.

HANDLING A REPORT

How will a report be managed?

All reports will be dealt with and managed in accordance with any and all legal and regulatory obligations, including in relation to any applicable mandatory reporting or reportable conduct legislation. The person/staff member handling a report on behalf of Jason Laws Golf Academy and/or affiliate should consider all their legal and regulatory obligations, including employment law considerations.

In handling a report, Jason Laws Golf Academy and/or affiliate should aim to manage and deal with a report as effectively and efficiently as possible. However, in handling reports under this policy, there are some minimum standards that apply.

- Deal with the report promptly, seriously, and sensitively and in accordance with the terms of this policy.
- Treat reports and safeguarding matters in a consistent and fair manner (whilst acknowledging that each report is unique).
- Recognise that procedural fairness is the minimum standard of fairness to be applied in the determination of a report.
- Keep the report confidential and not disclose a report to another person, except if
 - Required by law

- Disclosure is necessary to effectively deal with the report or safeguarding matter in accordance with this policy (which may include disclosure to the Police or relevant State or Territory government Child Protection Agency).
- Respect the parties' privacy and comply with all applicable privacy laws.
- Ensure that all reports received are properly documented and securely stored.
- Where possible, keep the parties reasonably informed and updated about the process.
- Take all necessary steps to make sure that people involved in a report or safeguarding matter are not victimised or harassed and, if they are, ensure that appropriate disciplinary action is taken.

In relation to confidentiality and privacy, reporters or complainants should note that if they wish to remain anonymous, Jason Laws Golf Academy or affiliate may have difficulty assisting them to resolve their report.

In line with the principle of procedural fairness, Jason Laws Golf Academy and/or affiliate may be required ultimately to provide the person/people complained about with reasonable details of the matters contained in the report, so they have an opportunity to be heard and/or to respond in any disciplinary proceedings.

RECEIPT OF A REPORT BY A REPORT HANDLER

After receiving a report, and based on the material provided by the reporter, the report handler will decide whether:

- They are the most appropriate person to receive and handle the report.
- The nature and seriousness of the report requires any immediate action, such as notifying authorities or provisional action.
- To investigate further or appoint another person to investigate the report.
- To provide a report of the matter to Jason Laws Golf Academy recommending certain actions or disciplinary action.
- To refer the matter to the Police or other appropriate authorities.
- To implement any other interim arrangements that will apply until the process is completed.

MATTERS FOR THE REPORT HANDLER TO CONSIDER

In dealing with the report, the report handler will consider:

- Whether they have had any personal involvement in the circumstances and if so, whether it is appropriate someone else should handle the report.
- The relationship between the/any of the parties involved in the report.
- Whether the facts of the report are clearer or require further fact finding.
- The urgency of the report, including the possibility that the report of a child may be at risk, or face further unacceptable behaviour while this process is underway.

FURTHER STEPS TO BE TAKEN BY THE REPORT HOLDER

If the report handler is the appropriate person to handle the report, they will, where appropriate and/or necessary

- Conduct further investigation, including by providing sufficient details about the information received in the report to the person that the report relates to and ask for a response.
- Decide if there is enough information to determine whether the conduct or behaviour alleged in the report did or did not occur.
- Determine what, if any further action to take, including referring the matter for investigation or recommending disciplinary action in accordance with the Jason Laws Golf Academy regulations.

INVESTIGATION PROCESS

If an investigation needs to be conducted to gather more information about a report, an impartial person will undertake the investigation. This may be a person from within the entity, such as the report handler or another appropriate staff member such as a legal professional or person with experience in conducting investigations, or in certain circumstances an independent external investigator.

In conducting an investigation, an investigator may:

- Interview the reporter, the child who is the alleged victim and any other affected party and record the interview/s in writing.
- Convey sufficient details of matters contained in the report, such as the alleged conduct or behaviour, to the alleged perpetrator/s of abuse or other misconduct so that they can respond.
- Interview the alleged perpetrator/s of abuse or other misconduct to allow them to answer the matters contained in the report and record the interview in writing.
- Obtain statements from witnesses and other relevant evidence to assist in establishing the facts, if there is a dispute over the facts.
- Deliver a report to the relevant Jason Laws Golf Academy entity as to whether in their view the report is:
 - substantiated (sufficient evidence)
 - inconclusive (insufficient evidence)
 - unsubstantiated (sufficient evidence to show report is unfounded)
 - mischievous, vexatious, or knowingly untrue
- if requested, recommend whether action should be taken in accordance with the relevant rules, regulations.

The parties involved in this process will be entitled to support throughout the investigation process from their chosen support person or advisor (MPIO or other person).

All parties should note that the investigator is not seeking to resolve the matters, or to decide whether any breach of any golf regulations has occurred; or to impose a penalty.

The investigator may make recommendations in their report.

CONFIDENTIALITY OF A REPORT

In relation to confidentiality and privacy, a reporter should note that if they wish to remain anonymous, Jason Laws Golf Academy may have difficulty assisting them to resolve, manage, or deal with their report.

In line with the principle of procedural fairness, Jason Laws Golf Academy may be required ultimately to provide the person/people whose behaviour or conduct is of concern or who have allegedly perpetrated the Abuse of a Child with reasonable details of matters contained in the report, so they have an opportunity to be heard and/or respond in any disciplinary proceedings.

Any member who becomes aware of or is involved with a report must maintain the confidentiality and privacy of the report and all individuals involved unless doing so would compromise the welfare of a child or impair the handling and management of the report in accordance with this policy.

A failure to respect the confidentiality or privacy obligations in respect of a report or safeguarding matter may be the subject of a disciplinary process in accordance with the applicable regulations, codes, or policies.

SUPPORT FOR STAFF MEMBERS INVOLVED IN SAFEGUARDING MATTERS

Jason Laws Golf Academy is committed to ensuring that all clients, in particular children, feel supported and are able to raise issues which relate to safeguarding children in golf.

MPIO's (Member Protection Information Officers) are available to provide support throughout the processes outlined in this policy.

Importantly, no person is to be treated unfairly or victimised for making a report. Jason Laws Golf Academy may take action in accordance with the code of conduct against a person engaged in unfair treatment or victimisation or a reporter or any person involved in or affected by a safeguarding matter.

Jason Laws Golf Academy may also assist in directing children involved with or affected by a safeguarding matter to external experts who provide counselling and mental health services to offer further support where appropriate.

Do I need a Working with Children Checklist

Jason Laws Golf Academy Working with Children Declaration		
First names:	Surname:	
Home address:		
Contact Number:	Mobile:	
Position (e.g. coach/manager):		
Registration Number:	Team/Group:	

DO I NEED A WORKING WITH CHILDREN CHECK?						
Under the <i>Child Protection (Working with Children) Act 2012</i> any person who has physical direct face-to-face contact with a person under 18, either in a paid or volunteer role, must hold a WWC Number. However, some people who work in our club are not required to apply for a WWC Number, but are required to sign this declaration.						
Using the table below click the box that best describes your work, if you do multiple roles click ALL the boxes that apply.						
Which Role applies to you?	Coach	Manager	Member protection/ Youth coordinator	Committee Member	Referee/ official	*Ancillary worker
I am a paid worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am under 18 years	N/a	N/a	N/a	N/a	N/a	N/a
I am a volunteer and my child does not participate in the activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am a volunteer and my child participates in the activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I train/mentor young officials, elite players etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IF YOU TICKED ANY OF THE GREY BOXES YOU NEED A WORKING WITH CHILDREN CHECK.						

Enter details of your WWC Number (or APP Number) using the boxes below:

Surname	Date of Birth	APP/WWC Number	Expiry Date

Or, if the work you do is not child-related or in a white box only, tick:

I do not need a WWC Number as I am exempt from the *Child Protection (Working with Children) Act 2012*

I declare the information I have given above is true and correct:

Signature:

Date:

FOR OFFICE USE ONLY:		
I _____ verified the APP/WWC Number <u>online</u> and have seen photo identification documents <small>Print name</small>		
Date verified	Signature of person verifying	Outcome of the verification
		<input type="checkbox"/> Cleared <input type="checkbox"/> Barred
A BARRED PERSON CANNOT WORK WITH CHILDREN		

*Ancillary Worker means a support person e.g. grounds keeper, canteen worker (even if they volunteer in a canteen where children work), administrative officer etc.

RECORD OF INFORMAL COMPLAINT

Name of person receiving complaint:		Date: / /
Complainant's Name:		
Complainant's Age Group:	<input type="checkbox"/> Over 18 years old <input type="checkbox"/> Under 18 years old	
Role/status in golf:	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete (player) <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other:
When/where did the incident take place?		
What is the nature of the complaint? (category/basis/grounds) Tick more than one box that applies.	<input type="checkbox"/> Harassment OR <input type="checkbox"/> Sexual/Sexist <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse	<input type="checkbox"/> Discrimination <input type="checkbox"/> Sexuality <input type="checkbox"/> Bullying <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Victimization <input type="checkbox"/> Other: _____
What are the facts relating to the incident, as stated by the Complainant?		
What does the Complainant want to happen to resolve the issue?		

What other information has the Complainant provided?	
What is the Complainant going to do now?	

This record and any notes must be kept in a confidential and safe place. Do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the Jason Laws Golf Academy MPIO or Senior Staff Member (whatever level the complaint was made).



CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Complainant's Details:	Name:
	Phone:
	Email:
	Please tick relevant age group: <input type="checkbox"/> Over 18 years old <input type="checkbox"/> Under 18 years old
Date Formal Complaint Received:	
Complainant's role/position in golf	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete (player) <input type="checkbox"/> Guardian <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official <input type="checkbox"/> Other:
Respondent's Details: (Person who the Complaint is being made against.)	Name:
	Phone:
	Email:
	Please tick relevant age group: <input type="checkbox"/> Over 18 years old <input type="checkbox"/> Under 18 years old
Is the Respondent a financial member of a Golf NSW affiliated club and/or JNJG Member?	<input type="checkbox"/> Yes (Member of Golf NSW Club) <input type="checkbox"/> No (Not a member of Golf NSW Club) <input type="checkbox"/> Yes (JNJG Member) <input type="checkbox"/> No (Not a JNJG Member)
Respondent's role/position in golf	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete (player) <input type="checkbox"/> Guardian <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official <input type="checkbox"/> Other:
Date of alleged incident:	
Location/event of alleged incident:	
Description of alleged incident.	
Methods (if any) of attempted informal resolution.	
Support person (if any):	

Outline any formal resolution procedures followed:	
If investigated:	Finding—
If heard by Tribunal:	Decision— Action Recommended—
If mediated:	Date of mediation— Both/all parties present— Agreement— Any other action taken—
Resolution:	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3—8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by:	Name:
	Position in Jason Laws Golf Academy
	Signature:

This record and any notes must be kept in a confidential and safe place.



CHILD ABUSE INCIDENT REPORT FORM

[This form must be used to record details of a Child Abuse Incident or Allegation.

Before completing this form, seek advice from a relevant child protection agency and/or police.

Child / Client Name:			
Program:			
Date of incident:		Site where incident occurred:	
Person making Report:		Role & Relationship to Child:	
Type of incident (tick all that apply):			
<input type="checkbox"/>	Suspicion or allegation of abuse or neglect of client	<input type="checkbox"/>	Serious breach of client confidentiality
<input type="checkbox"/>	Suspicion of potential harm to a client	<input type="checkbox"/>	Serious breach of duty of care
<input type="checkbox"/>	Potential abuse by or criminal matters involving an employee	<input type="checkbox"/>	A complaint
<input type="checkbox"/>	An episode of severe challenging behaviour	<input type="checkbox"/>	A complaint involving legal proceedings
<input type="checkbox"/>	Potential harm to an employee resulting from harassment/bullying	<input type="checkbox"/>	A serious incident as defined in the Incident Management policy

Details of the child / young person affected by the incident

[A Separate Child Abuse Incident Report Form should be completed for each child]

Full name			
Date of birth		Gender	
Any communication or medical requirements			
Parent / guardian name			
Parent / guardian contact/s phone		(Home) (Mobile)	(Work)
Parent / guardian address			
Any known parent / guardian communication requirement			



Details of other persons involved

Alleged perpetrator(s) details:	
Name – if known.	
Connection with the child – if known	
Any other relevant factors:	
Were there any other witnesses to the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide their details below:	
Full name	
Involvement as witness	
Contact phone number	
Full name	
Involvement as witness	
Contact phone number	

Details of incident

(Please describe the incident including alleged perpetrator/s behaviour, sighted injury or other indicators of abuse, conversations with the child.)

--



Action undertaken (if any):

To ensure the safety of child/client:	
To address the support needs of the child / client and their family:	
To address the support needs of the alleged perpetrator:	
To address the support needs of other staff and volunteers involved:	

Incident response

Please tick who of the following have been informed of this incident:	
Externally	Police <input type="checkbox"/> Child Protection <input type="checkbox"/> Ambulance <input type="checkbox"/> Doctor <input type="checkbox"/> Family / Carer <input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____
Internally	Manager (please specify): Please note that a Manager must be informed

Police

Date:		Time:	
Name of person notified:		Position:	
Department / region:		Contact detail/s:	
Advice provided:			



Child Safe Sport

Child Protection

Date:		Time:	
Name of person notified:		Position:	
Department / region:		Contact detail/s:	
Advice provided:			

Parent / guardian

Has the parent been informed of the incident: Yes <input type="checkbox"/> No <input type="checkbox"/>	
(If appropriate) has the reporter been informed the authorities being notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide relevant details of conversations:	E.g. (information provided, reactions, concerns and admissions)
If no, please explain why:	

Please provide details of which manager/s or other staff and volunteers has been informed of the incident?	
Full name:	
Position / title:	
Date and time informed:	
Full name	
Position / title:	
Date and time informed:	

Additional comments:

--

Acknowledgement of form completion

I have completed this form to the best of my knowledge and ability			
Name		Position	
Signed		Date	

Jason Laws Golf Academy **Staff Member**

I have checked that all sections of this form are complete			
Name		Position	
Signed		Date	

This record any notes must be kept in a confidential place and safe place. If required, the form should be provided to the police and/or relevant child protection agency. Please provide a copy to Jason Laws Golf Academy or phone 02 4928 1664.

Privacy Disclaimer:

Jason Laws Golf Academy acknowledges and respects the privacy of all its staff, volunteers, contractors, and patrons. The information being collected is for the purposes of obtaining details of and assessing the incident in question. Information disclosed on this form may be passed on to the appropriate authorities, as required. By signing this form, you have consented to this information being collected, used and disclosed for the purposes it intended. You have the right to access and alter personal information concerning yourself in accordance with the Commonwealth Privacy Act (amended 2001) and Jason Laws Golf Academy.



Jason Laws Golf Academy MEDICAL AND CONSENT FORM

PARTICIPANT DETAILS

Name					
Address					
Date of Birth			Age		Male <input type="checkbox"/> Female <input type="checkbox"/>

PARENT / GUARDIAN DETAILS

Contact Details	Mother	Father	Guardian
Name			
Home Phone			
Work Phone			
Mobile			

MEDICAL INFORMATION

Does the participant suffer from any medical condition or allergies?
Please provide details below (attach sheet if required).

Medicare Number	
Private Health Care Insurance Fund	
Fund Number	

INDEMNITY AND WAIVER

Tournament Name		
Venue		
Travel Dates	From	
	To	

I agree to my child's/ward's attendance at the above-mentioned tournament. In the case of an emergency, I authorise Golf NSW and/or Jack Newton Junior Golf Staff, where it is impracticable to communicate with me, to arrange for my child/ward to receive such medical treatment deemed necessary. I also undertake to pay or reimburse costs which may be incurred for medical attention, ambulance transport and medication for my child/ward. Golf NSW and/or Jack Newton Junior Golf staff will provide a WhatsApp group communication platform for the before, during and after including both parents/guardians and participating juniors.

PARENTS/GUARDIAN'S NAME

Please complete the above forms and send to:

--

If you have any questions, please contact mobile:

Mobile	
Email	



STAFF MEMBER PROTECTION DECLARATION

Jason Laws Golf Academy has a duty of care to all those associated with our business and to the individuals and organisations to whom the Member Protection Standard applies. It is a requirement of our Member Protection Standard that we check the background of each person who works, coaches, or has regular unsupervised contact with young people under the age of 18 years.

I (First/Last Name) of

.....(address)

born/...../..... sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence or narcotics.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or narcotics.
4. I am not currently serving a sanction for an anti-doping rule violation under an Australian Sports Anti-Doping Authority (ASADA) approved anti-doping policy applicable to me.
5. I will not participate in, facilitate, or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that Jason Laws Golf Academy may consider to constitute a risk to its members, employers, volunteers, athletes, or reputation by engaging me.
7. I will notify the Chair or CEO of the organisation(s) engaging me immediately upon becoming aware that any of the matter set out above has changed.

Working With Children Check Number / Application Number:

Declared in the State/Territory of..... on/...../..... (date)

Signature

Consent of parent/guardian (on behalf of a person under the age of 18)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:..... Signature:..... Date:.....

CHILD SAFETY DECLARATION

I, _____ have read and understood the Standard, Codes of Conduct, and Procedures in the Child Safety Manual and will abide by it as a staff member and or volunteer at Jason Laws Golf Academy.

Signature:

Date:

If under 18 years of age, parent/guardian:

Parent/Guardian Name:

Signature:

Date:

Child Safe Resources for Jason Laws Golf Academy

As at 27 September 2022

Contacts

- Matt Sibley: Matt.Sibley@ocg.nsw.gov.au – Child Safe Officer for Sport
- Mark Lorenti: Mark.Lorenti@ocg.nsw.gov.au – Child Safe Officer for Recreation
- Mark Roach: Mark.Roach@sport.nsw.gov.au – Integrity Officer at the Office of Sport

Resources and Links

- Child Safe Standards eLearning (Make sure you select the module that has "Sport" in the title - <https://ocg.nsw.gov.au/training-and-resources/elearning>)
- Child Safe Standards Animation - <https://www.youtube.com/watch?v=vExwN-u2Abw>
- Office of the Children's Guardian Resources - <https://www.ocg.nsw.gov.au/child-safe-organisations/training-and-resources/child-safe-resources/child-safe-standards>
- Office of Sport information page - Child safe sport | NSW Government
- Play by the Rules - <https://www.playbytherules.net.au/>
- Sport Integrity Australia - <https://www.sportintegrity.gov.au/>
- eSafety Commissioner guidance for sports (including photography and social media) - <https://www.esafety.gov.au/key-issues/tailored-advice/sporting-organisations-community-groups>
- Get the latest child-safe sport and recreation news from the NSW Office of the Children's Guardian (confirmsubscription.com)



Office of the Children's Guardian

www.ocg.nsw.gov.au

Switchboard: (02) 8219 3600

Locked Bag 5100 Strawberry Hills NSW 2012



Responding to Incidents, Disclosures, and Suspicions of Child Abuse – Four Critical Actions

You Must Take Action

As a volunteer/staff member in golf you play a critical role protecting children and young people. You must follow the four actions below.

1

Responding

If a child is at risk of immediate harm you must ensure their safety by:

1. Separating alleged victims and others involved.
2. Administering first aid.
3. Calling 000 for agent medical and/or police assistance to respond to immediate health or safety concerns.
4. Identifying a contact person at for future liaison with Police.

If there is no immediate harm go to Action 2

2

Reporting

Any incident must be documented on the Child Abuse Incident Report Form

Where does the source of suspected abuse come from?

Within the family or community

Report to your jurisdictional child protection body depending on the rules in your jurisdiction. Report to your local police and internally to the designated contact in your sport.

Within the sport

Report to the police or to the relevant body in your jurisdiction as required. You must also report internally to your designated contact in your sport who then needs to report to Human resources, CEO, Board and contract partners.

3

Contacting

Your sport must consult with the relevant child protection authority or local police to determine the information can be shared with parents/carers.

This can include

5. Not to contact the parents or carers in circumstances where they have alleged to have engaged in the abuse or the child is a mature minor and does not wish their parent/carer to be contacted.
6. To contact the parents/carers and provide agreed information as soon as possible.

4

Supporting

Your sport should provide support for children impact on abuse which could include: the development of a safety plan, direct support and/or a referral to wellbeing

Key Contacts

Jason Laws
0418417306

Alison Laws
02 4928 1664

Child Protection 132 111
Police 000 or your local police station.

CHILD SAFEGUARDING AND THE LAW FACT SHEET

https://www.sport.nsw.gov.au/sites/default/files/2022-08/Child%20Safeguarding%20and%20the%20Law%20Fact%20Sheet_0.pdf



CHILD SAFEGUARDING AND THE LAW

**Fact Sheet
2022**

Prepared by:

Child
Safeguard

