

Child Safe Induction and Training

Purpose

These induction and training requirements have been developed to ensure that volunteers, contractors and consultants are provided with the information they need to undertake their duties in accordance with our organisation'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, board members, contractors and consultants.

Responsibilities

The Australian Curling Federation Executive is responsible for ensuring that our organisation's induction and training requirements are met.

Position	Responsibility
President	<ul style="list-style-type: none"> • 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
ACF Executive	<ul style="list-style-type: none"> • 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
ACF Executive and State Presidents or Equivalent	<ul style="list-style-type: none"> • Ensure policies and procedures are followed and implemented
State Member Associations	<ul style="list-style-type: none"> • Compliance with policy and procedure.

Key Requirements

Induction

Except as outlined in this document all 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 policy; and
- signing from the policy.

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 policies (especially in relation to the Code of Behaviour and reporting).
- Child Safety as an agenda item for every executive committee meeting and training and/or 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

Supporting Resources

Play By the Rules, <https://www.playbytherules.net.au>

Documents: ACF Child Safe Sport Commitment, ACF Code of Conduct, ACF Responding to Child Abuse Reports and Allegations Policy, ACF Disclosures and Suspicious of Child Abuse – Four Critical Actions, ACF Safe Recruitment and Screening Requirements, ACF Recruitment Interview Questions, ACF Child Abuse Incident Report Form, ACF Child Safe Poster Text