

# Sydney Sports Management Group (SSMG)

## SSMG Safeguarding Children, Young People and Vulnerable Adults Policy

### 1. Document control

Overview	The SSMG Safeguarding Children, Young People and Vulnerable Adults Policy enables SSMG sites to deliver a culture of Safeguarding across SSMG operated facilities.
Objective	To provide operational guidance on the implementation of the SSMG Safeguarding Children and Young People Policy, to ensure SSMG creates and maintains an environment where all children, young people and vulnerable adults are protected from any form of abuse or harm and are provided with an environment that promotes a culture that is safe.  We strive to meet and exceed the 10 child safety standards. <a href="https://www.oag.nsw.gov.au/child-safe-organisations/training-and-resources/child-safe-standards">https://www.oag.nsw.gov.au/child-safe-organisations/training-and-resources/child-safe-standards</a>
Scope	All SSMG staff including paid employees, volunteers, advisory board, student placements, any consultants or contractors engaged by SSMG and clients of SSMG.
Policy owner	Chief Executive Officer
Policy approver	Advisory Board
Effective date	11 December 2017
Review date	31 December 2021
Related policy / documents	<ol style="list-style-type: none"> <li>1. Statement of commitment to child safety</li> <li>2. Code of conduct</li> <li>3. Compliant management policy and procedure</li> <li>4. Human Resource Policy</li> <li>5. Risk Management Plan</li> </ol>

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<i>Version</i>	2	<i>Version status</i>	Final		

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### 2. Definitions

Term	Definition
Child or Young Person	Refers to a person under the age of eighteen years
Vulnerable Adult	An adult, aged 18 or over: <ul style="list-style-type: none"> <li>• who is, or may be, in need of community services due to age, illness or a mental, intellectual or physical disability.</li> <li>• who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.</li> </ul>
Staff	Any person Sydney Sports Management Group (SSMG) employs, or engages - including paid employees, volunteers, directors, contractors, consultants and student placements.
Employee	Paid employees of Sydney Sports Management Group
Volunteer	Unpaid volunteers or student placements
Client	Any user of SSMG services - tennis, fitness, social sport, multi-sport, aquatics, café or padel services including children, young people, vulnerable adults, parents/guardians and facility users.
Parent/guardian	Parent - a person's mother or father Guardian - a person who is entrusted by law with the care of the person or property, or both, of another, as a minor or someone legally incapable of managing his or her own affairs.
Extended Guardianship	Extended guardianship acknowledges that children, young people and vulnerable adults rely on all adults to create a safe environment and act in an informed and committed way to protect them. Our staff will act as extended guardians of children, young people and vulnerable adults who take part in any SSMG operated service or activity.
Safe Culture	The ongoing provision of organisational beliefs and processes that support SSMG as a workplace and community facility where all people are able to engage freely without the threat or potential threat of any harm.
Safeguarding	Refers to the individual and collective conscious efforts and commitment by all staff of SSMG, to be aware of and adhere to their responsibilities as defined by organisational policies, procedures, Standards of Conduct and relevant laws. Staff are expected to take all possible actions to prevent risks of harm to anyone in receipt of SSMG services who are in one of the following categories: <ol style="list-style-type: none"> <li>I. A child or young person or group of people who are under 18 years of age</li> <li>11. A vulnerable adult</li> </ol>



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### 3. Policy statement

Sydney Sports Management Group has a zero tolerance approach to any form of child-abuse and is committed to ensuring SSMG managed / owned facilities are a safe and friendly environment for children and young people. We are committed to providing a safe environment for all participants, including Indigenous Children and those from culturally or linguistically diverse backgrounds, and to providing a safe environment for children and adults living with a disability who participate.

Child-safety must be embedded in our organisation's culture, reflected in our policies and procedures, and understood and practiced across all SSMG programs. It is essential everyone involved with delivering SSMG programs understands the important responsibilities that have in relation to child-safety including club administrators, volunteers, parents and participants.

Our commitment extends beyond creating an environment that minimises risk or danger. It is about building an environment that is both child-safe and child-friendly. Together we can provide an environment in which children feel respected, valued and encouraged to reach their full potential.

### 4. What SSMG will do to promote this policy

Sydney Sports Management Group is committed to the safeguarding of children, young people and vulnerable adults and will embed all relevant aspects of this policy and related policies and procedures into all of the organisation's operations, and ensure compliance with relevant legislation. SSMG empowers and expects all staff, advisory board, consultants and contractors to create and maintain a safe culture for children, young people and vulnerable adults.

All staff will show extended guardianship to children, young people and vulnerable adults and take all reasonable steps to protect them from risk of harm.

### 5. Policy Requirements

Sydney Sports Management Group Statement of Commitment to Safeguarding Children, Young People and Vulnerable Adults

There is a requirement for all employees, volunteers (including advisory board), student placements, consultants and contractors, affiliated associations, clients, parents, guardians, families and others associated with Sydney Sports Management Group to understand the important responsibility they have to:

- Protect children, young people and vulnerable adults from all forms of abuse, bullying and exploitation by our people;
- Be alert to incidents of abuse and neglect occurring outside the scope of our operations and services that may have an impact on the children, young people and vulnerable adults to whom we provide a service; and
- Create and maintain a safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer or access our programs and services.



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### 5.5 Supporting a safe culture

Sydney Sports Management Group is committed to creating and supporting a safe culture which will ensure adequate resources are allocated to enhancing the SSMG approach to safeguarding children, young people and vulnerable adults. Specific departments and roles will be allocated accountability for ensuring the policies and procedures are successfully implemented, that all staff understand and comply with their responsibilities, and that SSMG has a safe culture.

### 5.6 Australian Childhood Foundation (ACF) Safeguarding Children Accreditation

SSMG is currently investigating the potential opportunity to be accredited under the ACF Safeguarding Children Program. The Safeguarding Children Program is a voluntary accreditation scheme for organisations who have a duty of care to children and young people whilst delivering a service or activity to them and/or their families. The Safeguarding Children Program demonstrates our commitment to best practice and quality improvement in relation to the protection of children and young people.

### 5.7 Providing information and resources

Sydney Sports Management Group will ensure clients including parents/guardians, children, young people and vulnerable adults can access appropriate information, resources and educational initiatives in relation to their safety in the community. Information will be provided on the corporate website and at services.

## 6. Implications

- Sydney Sports Management Group - Failing to report an instance, allegation, disclosure or concern relating to abuse or neglect of a child, young person or vulnerable adult is viewed as serious misconduct and may lead to disciplinary action, up to and including formal warning, demotion or termination of employment or cessation of volunteer relationship.
- NSW Ombudsman - It is an offence to without lawful excuse, refuse or wilfully fail to comply with any lawful requirement of the Ombudsman.



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### 7. Accountability and responsibility

Role	Responsibility
Advisory Board	<ul style="list-style-type: none"> <li>• Ensure appropriate policies and procedures are in place to minimise, if not eliminate, the risk of abuse and to appropriately respond to any allegations</li> <li>• Actively promote safeguarding children, young people and vulnerable adults and promptly respond to any advice received from the CEO or other sources concerning significant changes to relevant legislation, policy and regulations</li> <li>• In conjunction with the CEO ensure, the Safeguarding Children, Young People and Vulnerable Adults Policy is reviewed in consultation with all relevant stakeholders Annually</li> </ul>
Chief Executive Officer	<ul style="list-style-type: none"> <li>• Accountable to the advisory board for ensuring the Safeguarding Children, Young People and Vulnerable Adults Policy, and any related policies, as well as any decisions the Board take in relation to safeguarding, are implemented, monitored, reported on and evaluated in a timely and diligent fashion</li> <li>• Actively promote safeguarding children, young people and vulnerable adults and is accountable for ensuring all staff carry out their work in accordance with the Safeguarding Children, Young People and Vulnerable Adults Policy and SSMG Standards of Conduct</li> <li>• Ensure all staff understand their obligations in accordance with the Safeguarding Children, Young People and Vulnerable Adults Policy</li> <li>• Ensure the organisational culture supports a transparent, improving environment in which all Staff show extended guardianship to children, young people and vulnerable adults.</li> </ul>
Senior Management Team	<ul style="list-style-type: none"> <li>• Ensure management understand their obligations in accordance with the Safeguarding Children, Young People and Vulnerable Adults Policy and procedure</li> <li>• Ensure all staff have received relevant safeguarding induction and training</li> <li>• Ensure the workplace culture supports a transparent, continually improving environment in which all staff show extended guardianship to children, young people and vulnerable adults</li> <li>• Ensure access to appropriate training and development is made available to all staff</li> <li>• Provide staff with the appropriate level of qualified counselling or support for those who experience distress in dealing with suspected incidents of abuse.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Ensure access to appropriate training and development is made available to all staff</li> <li>• Provide staff with the appropriate level of qualified counselling or support for those who experience distress in dealing with suspected incidents of abuse</li> </ul>



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### Adults Policy

Working Group	<ul style="list-style-type: none"> <li>• Respond to and manage child protection reports or concerns</li> <li>• Provide assistance and guidance to staff on safety, welfare or wellbeing issues that involve children and young people</li> <li>• Immediately report any suspected abuse to external authorities and SSMG management, as per the reporting obligations within this policy and related procedures.</li> </ul>
Managers and Supervisors	<ul style="list-style-type: none"> <li>• Ensure the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure, and other obligations under this policy, are implemented in their workplace</li> <li>• Ensure all staff understand and can access the policy and related policies and procedures, and comply with them at all times.</li> <li>• Support all training and development initiatives targeted to raise awareness of this policy</li> </ul>
Staff Members	<ul style="list-style-type: none"> <li>• Participate in SSMG Induction Programs on commencement of employment</li> <li>• Take all reasonable steps to protect and safeguard children, young people and vulnerable adults from any form of abuse.</li> <li>• Participate in approved ongoing training and education programs</li> <li>• Review, understand and adhere to the Safeguarding Children, Young People and Vulnerable Adults Policy and related procedures</li> <li>• Immediately report an instance, allegation, disclosure or concern relating to abuse or neglect of a child, young person or vulnerable adult to external authorities and management, as per the reporting obligations</li> <li>• Comply with all other procedures relating to children, young people and vulnerable adult safety.</li> <li>• Speak to your manager if you have any concerns or issues regarding the implementation of this policy</li> </ul>
Agency Staff/Student Placements/ Contractors/ Consultants and other involved persons	<ul style="list-style-type: none"> <li>• Complete a <i>Site Specific Induction for Agency Staff or SSMG Site Specific Induction for Contractors</i> which outlines responsibilities regarding the Safeguarding Children, Young People and Vulnerable Adults Policy</li> <li>• Immediately report an instance, allegation, disclosure or concern relating to abuse or neglect of a child, young person or vulnerable adult to external authorities and management, as per the reporting obligations</li> <li>• Comply with all other procedures relating to children, young people and vulnerable adult safety.</li> </ul>
Children, young people, vulnerable adults, parents/guardians and clients.	<ul style="list-style-type: none"> <li>• Adhere to the policies and procedures of Sydney Sports Management Group</li> <li>• Be aware of and understand SSMG's commitment to safeguarding</li> <li>• Immediately report any suspected abuse to management.</li> </ul>



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### 8. Interactions with related documents

Related Legislation	
Children and Young Persons (Care and Protection) Act 1998 (NSW)	Children and Young Persons (Care and Protection) Amendment Bill 2009 (NSW)
Children and Young People Act 2008 (ACT)	Child Protection (Working with Children) Act 2012
The Ombudsman Act 1974 (NSW)	Child Protection (Working with Children) Regulation 2013
Working with Vulnerable People (Background Checking) Act 2011 (ACT)	Child Wellbeing & Child Protection - NSW Interagency Guidelines
Children (Education and Care Services National Law Application) Act 2010 No 104	Education and Care Services National Regulations 2011
Disability Inclusion Act 2014 No 41	NSW Disability Services Standards
United Nations Convention on the Rights of the Child	United Nations Convention on the Rights of Persons with Disabilities

### 9. Monitoring, Evaluation and Review

The Sydney Sports Management Group Safeguarding Children, Young People and Vulnerable Adults Policy will be reviewed annually by and in consultation with the advisory board, Senior Management team and other stakeholders including children, young people, vulnerable adults, clients and staff.

### 10. Document History and Version Control

Version	Date Approved	Author	Brief Description
1	11 December 2017	Richard Price	Initial Policy
2	31 December 2021	Richard Price	Policy Update

### 11. Endorsement

I endorse the Safeguarding Children, Young People and Vulnerable Adults policy

Name: Richard Price

Role: Chief Executive Officer

Signature:



Date: 31 December 2021



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