



MOUNTAIN BIKE AUSTRALIA

Mountain Bike Australia Limited

(MTBA Limited)

ACN616 027 153

Child Safe Sport Commitment

Distribution
MTBA Board of Directors
MTBA Chief Executive Officer
MTBA Staff
MTBA Volunteers

Authorised by the CEO: 13 May 2019
Endorsed by the Board: 26 June 2019
Controlled document: MTBA_GOV00016/1

Review History

Version	Date Reviewed	Reviewed By	Date Authorised	Content Reviewed/ Purpose
1		COO	13 May 2019 – CEO 26 June 2019 - Board	Policy created

1. Purpose

Mountain Bike Australia (MTBA) governs a sport involving children and young people between the ages of 2 and 18 years. Mountain biking occurs across Australia and engages children and young people through a number of programs including competitions and races, social rides and participation activities, skill development programs, camps and clinics.

MTBA take seriously the responsibility to deliver a sporting environment that is caring, nurturing, respectful and safe.

MTBA promote equity and respect diversity by:

- actively anticipating children's diverse circumstances and responding effectively to those with additional vulnerabilities
- by giving all children access to information, support and complaints processes
- paying attention to the needs of Aboriginal and Torres Strait Islander children, children with a disability and children from culturally and linguistically diverse backgrounds.

It is the responsibility of all at MTBA from the Board to staff and volunteers, to:

- protect children and young people from all forms of abuse, bullying and exploitation by MTBA employees or volunteers
- be alert to incidents of child abuse and neglect occurring outside of our sport that may have an impact on the children and young people
- create and maintain a child safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer or access our programs and services.

MTBA expect all within the sport, regardless of their role or level of responsibility, to act to keep children safe from such harm by:

- adopting the practices and behaviour that have been set as the standard when carrying out their roles, and reporting any abuse or neglect of which they become aware to MTBA management and/or to external authorities responsible for child protection or to police, regardless of whether that abuse is being perpetrated by staff and volunteers within the sport, or by those outside the sport including those from the child's family, extended family, their family's extended network or strangers.

2. Responsibilities

The Board is responsible for the development and endorsement of Mountain Bike Australia's Child Safe Sport Commitment. It delegates the implementation of the policy to the Chief Executive Officer (CEO) and other staff as determined by the CEO. The role of each entity in relation to the development and compliance of the MTBA Child Safe Sport Commitment is detailed in the table below.

Entity	Role/Responsibility
Board / CEO	<ul style="list-style-type: none"> • Promote the commitment to this policy and its expectations. • Support policy review on an annual cycle as a minimum or at a time governed by legislation, regulations, or organisational learnings that promote a change to the policy and all relevant procedural guidelines. • Ensure compliance to the policy via an inbuilt review mechanism. • Ensure adequate resources are allocated to allow for the development and effective implementation of this policy. • Develop opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability to child protection and member welfare. • Advocate and promote child rights, empowering and engaging children and young people in support of this policy and its expectations.
CEO/COO	<ul style="list-style-type: none"> • Ensure all staff and volunteers are aware and understand their obligations in accordance with the Child Safe Sport Commitment and any relevant policy and procedural documentation. This includes induction, an annual compulsory training session, and regular discussion and guidance at supervision and team meetings. • Ensure the suite of child safe policies is implemented and adhered to amongst relevant affiliated stakeholders. • Ensure the development and implementation of required internal policy/work procedures and guidelines are in place to support child protection practice in accordance with the expectations of the Child Safe Sport Commitment. • Ensure adequate resources are allocated to allow effective implementation of the suite of child safe policies. • Ensure to support staff and volunteers in a joint way with a decision to initiate any form of action to protect a child from abuse, neglect, grooming or exploitation. • Ensure appropriate supports, such as counselling and formal debriefing, are provided for any staff and volunteers involved in a matter relating to responding to a concern for the safety and wellbeing of a child or young person. • Advocate and promote child rights, empowering and engaging children and young people in support of this Statement. • Actively share resources and experience in the development of child safe initiatives as they are identified. • Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability of child protection and member welfare. • Ensure that MTBA staff and volunteers are aware of the appropriate recruitment, screening and employment practice in relation to

Entity	Role/Responsibility
	individuals with specific roles in working, coaching or volunteering with children and families.
Staff and Volunteers	<ul style="list-style-type: none"> • Maintain a full understanding of the commitments and expectations of this policy, as well as all other policy relevant child safety. • To undertake any induction and training anticipated in this policy, in relation to policy and procedures relevant to keeping children and young people safe. • To seek guidance from a supervisor or manager if there is ever any lack of understanding in relation to the commitments and expectations as set out in this policy. • To take action to protect children and young people from all forms of abuse, bullying and exploitation. • To assist in creating and maintaining a child safe culture and a culture of inclusion and safety.

3. Mountain Bike Australia's Commitment

MTBA is committed to ensuring the safety and wellbeing of all children and young people who are involved in our sport. MTBA's policies and procedures seek to address risks to child safety and to establish child safe culture and practices. MTBA's suite of child safe policies is: accessible in forms that are easy to understand; have been informed by stakeholder consultation; and are communicated to children, young people and their families, MTBA staff and volunteers and the general public. MTBA regularly review the policies, gain endorsement of changes and advise staff and volunteers of changes.

3.1. Mountain Bike Australia are committed to keeping children & young people safe

Through the Child Safe Sport Framework, MTBA will document a clear commitment to keeping children and young people safe from abuse and neglect. MTBA will communicate this commitment to all staff and volunteers and give them access to a copy of the commitment statement.

3.2 Staff and volunteers know the expected behaviour

MTBA ensure that each person involved in the delivery of services to children and young people understands their role and the behaviour we expect in relation to keeping children and young people safe from abuse and neglect through application of the Code of Behaviour. MTBA utilise clear position descriptions, which clearly state relevant child safe requirements. The Code of Behaviour is approved and endorsed from the highest levels of the organisation and outlines the expectations for behaviour towards children and young people. MTBA staff and volunteers are given a copy of and have access to the Code of Behaviour. Staff and volunteers indicate, in writing, that they have read and are committed to the Code of Behaviour.

3.3 Minimise the likelihood of recruiting a person who is unsuitable

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MTBA have appropriate measures in place to minimise the likelihood of recruiting staff or volunteers who are unsuitable to work / volunteer with children or young people. MTBA's recruitment procedures ensure:

- the child safe commitment is communicated to potential applicants for positions
- face-to-face interviews are held which includes child safety related questions
- two professional reference checks are undertaken
- screening checks are undertaken, including identity, criminal record, working with children or equivalent checks and qualification checks.

3.4 Induction and training is part of Mountain Bike Australia's commitment

MTBA provide all new staff and volunteers with information during their induction about our commitment to keep children safe including the policy, Code of Behaviour and child abuse reporting policy. There is a process for ensuring all staff and volunteers complete child safe training. We support ongoing education and training for staff and volunteers to ensure child safe information is provided in an ongoing way.

MTBA ensure that its staff and volunteers have up to date information relevant to specific legislation applying in the state or territory they are based in or where they may travel to as a part of their duties.

3.5 Encourage the involvement of children, young people and their parents

MTBA involve and communicate with children and young people, and their families in developing a safe, inclusive and supportive environment. Information is provided to children and their carers (such as brochures, posters, handbooks, guidelines) about:

- MTBA's commitment to keeping children safe and communicating their rights
- the behaviour expected from MTBA staff and volunteers and of themselves
- MTBA's policy about responding to child abuse.

MTBA have processes for encouraging two-way communication with children and families. MTBA seek their feedback and have a process for responding, respect diversity and seek to facilitate effective communication and involvement.

3.6 Staff and volunteers understand their responsibility for reporting child abuse

MTBA's policy for responding to child abuse is approved and endorsed from the highest levels of the organisation, and applies to all MTBA staff and volunteers. The policy states that:

- staff and volunteers must immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers
- staff and volunteers must meet any legislated mandatory or other jurisdictional reporting requirements
- staff and volunteers must follow a specified process when reporting abuse or neglect including who will receive reports
- failure to report is serious misconduct.

MTBA staff and volunteers are given a copy of and have access to the policy and understand the implications of the policy for their role. MTBA document any allegation, disclosure or concern regarding child abuse and monitor responses to all allegations, disclosures or concerns.

3.7 Maintain and improve policies and practices

MTBA are committed to maintaining and improving policies, procedures and practices to keep children and young people safe from neglect and abuse. MTBA have assigned responsibility for maintaining and improving our policies and procedures to the Chief Executive Officer and Chief Operating Officer.

MTBA monitor staff and volunteers and external providers to ensure appropriate practice and behaviour, and policies are followed. MTBA communicate with staff and volunteers to ensure that they understand the policies and that the policies are effective in the work place. MTBA require its staff and volunteers to disclose convictions or charges affecting their suitability to work with children and young people and we review police record and Working With Children records periodically.

MTBA have formal reviewed its service delivery to identify and document potential risks to children or young people. MTBA undertake formal reviews, at least annually, to identify and document potential risks to children or young people associated our service delivery. MTBA have a procedure to undertake annual reviews, as part of ongoing compliance with child safe requirements.

4. Related Documents

Child Safe Sport suite of management policies and procedures

MTBA_MAN006A/1 Child Safe Sport Code of Behaviour

MTBA P2: Member Protection Policy

MTBA_MAN007/1- Social Media Policy

MTBA Code of Conduct

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