



Creating a child safe organisation

A self-assessment tool for Western Australia's Arts, Cultural,
Sporting and Community Organisations

Organisation Name: West Australian Parachute Council (WAPC)

Date: 8/06/2023

Completed by: Jon Connolly (WAPC Chairperson)
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Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

1) Everyone in the organisation **understands their responsibilities and models attitudes and behaviours** that show they are committed to child safety and wellbeing.

What might this look like?

- Everyone prioritises the best interests of children.
- Leaders model behaviour that promotes the organisation’s commitment to child safety and wellbeing.
- Volunteers and staff are informed about child safety and wellbeing.
- The organisation’s commitment to child safety is reiterated through policy, practice, and messaging.
- The organisation integrates child safe commitment into everyday work practices.
- The organisation makes a public commitment to child safety and wellbeing.

Links to resources that support child safeguarding improvements in this area:

- [Charter of Commitment to Children and Young People \(Australian Human Rights Commission\)](#)
- [Development of child safe policies and codes of conduct \(Australian Human Rights Commission\)](#)

Score

- Always
- Most of the time
- Sometimes
- Rarely
- Never
- Other (don’t know)

Scoring comment

Our organisation largely caters for individuals over 18 years old. Full-time members must be over 16 due to age restriction on solo skydiving. WAPC administers the full-time sporting members. Short-term tandem student members are administered by the tandem operators who take governance from national office. A recent trial was conducted which reduced the minimum age for a tandem jump to 12 years, however this has now been increased to 16 years (November 2021 National Board Outcome).

Next steps

Discuss the scope of the WAPC Member Protection Officer with the elected delegate

By whom

WAPC Chair person

By when

September 2023

Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

2) The organisation **values** children’s views and invites children and young people to **participate in decision making**.

What might this look like?

- Children and young people are informed about, and understand, their rights, can speak up about their concerns and know how to seek help.
- Children and young people have opportunities to give their opinion on what makes them feel safe and unsafe in the organisation.
- Children and young people have opportunities to give their opinion about how things are done, and what could be done better.
- The organisation encourages child participation in decision-making, listens to children and considers their views when developing activities and processes.
- The organisation provides age-appropriate platforms for children and young people to communicate and participate e.g. through games, creative activities and group discussion.

Links to resources that support child safeguarding improvements in this area:

- [Engaging Young People in Decision Making \(WA State Government\)](#)
- [Participation Guidelines \(WA Commissioner for Children and Young People\)](#)

Score

- Always
- Most of the time
- Sometimes
- Rarely
- Never
- Other (don't know)

Scoring comment

Tandem skydiving minimum age increased to 16 years which aligns with solo training course minimum age. It is possible for someone under 16 years to apply for a waiver. It is general practice for a tandem master to confirm the decision to carry out a jump for all participants, however particular attention will be given to ensure any younger participant has made their own decision to do the jump. Note that tandem skydiving is not part of sporting code and WAPC does not provide regulatory function (provided by national office).

Next steps

Discuss with the new WAPC Member Protection Officer

By whom

WAPC
Chairperson

By when

September 2023

Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing.

3) The organisation **involves and communicates** with **families and communities** about child safety and wellbeing.

What might this look like?

- The organisation informs families and communities of their child safe policies and procedures e.g. through website, newsletter, or open days
- The organisation invites families and communities to have a say about the development and review of policies and procedures
- The organisation actively invites feedback from families and communities about its activities and processes e.g. at meetings, surveys and informal discussions

Links to resources that support child safeguarding improvements in this area:

- [Information for parents, carers, and family members \(WA Commissioner for Children and Young People\)](#)

Score

- Always
- Most of the time
- Sometimes
- Rarely
- Never
- Other (don't know)

Scoring comment

The interaction between a tandem operator and a customer is typically 2 hours long from arrival to end of skydive. Family will participate in briefing and be present for landing. This interaction does not extend further to a community level as the participant will generally only jump once and is not a regular activity such as other traditional sports would be.

Next steps

Discuss with new WAPC Member Protection Officer

By whom

WAPC
Chairperson

By when

September 2023

Principle 4: Equity is upheld, and diverse needs respected in policy and practice

4) The organisation **encourages and supports** children and young people to participate, regardless of their circumstances, backgrounds, and diverse needs.

What might this look like?

- Policies and practices recognise and respect diversity and promote equitable participation by all children.
- Volunteers and staff learn about circumstances and experiences that increase a child’s vulnerability to harm.
- Volunteers and staff take the concerns and needs of children seriously and respond meaningfully when issues are raised.
- The organisation considers how safety and wellbeing, and communication and participation, might differ for children and young people from diverse backgrounds and circumstances, including:
 - Aboriginal and Torres Strait Islander children and young people
 - Children and young people with disability
 - Children and young people from culturally and linguistically diverse (CaLD) backgrounds
 - Lesbian, gay, bisexual, transgender, intersex and queer children and young people
 - Children and young people who are unable to live at home.

Links to resources that support child safeguarding improvements in this area:

- [Engaging with Aboriginal children and young people \(WA Commissioner for Children and Young People\)](#)
- [Keeping Our Kids Safe: Cultural Safety and the National Principles for Child Safe Organisations \(National Office for Child Safety\)](#)
- [Understanding safeguarding practices for children with disability \(Australian Institute of Family Studies\)](#)
- [Children and Young People from CaLD backgrounds speak out report \(WA Commissioner for Children and Young People\)](#)
- [Tips for engaging LGBTI Youth \(Q Life\)](#)

| Score | Scoring comment |
|---|---|
| <input checked="" type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Other (don’t know) | Our organisation is inclusive of all. Tandem operations are not part of sporting code so interactions with volunteers are not normally occurring. Participation may be perceived as restrictive to financially sound families due to high cost per participation (approx \$400 and upward for tandem, \$3000 for a solo training course). |

| Next steps | By whom | By when |
|---|------------------|----------------|
| Discuss with new WAPC Member Protection Officer | WAPC Chairperson | September 2023 |

Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

5) Volunteers and staff are **carefully selected**, and mandatory screening is completed.

What might this look like?

- Child safety is prioritised in the recruitment of volunteers and staff.
- Responsibilities of volunteers and staff to uphold child safety and wellbeing are reflected in position descriptions and advertisements.
- Volunteers and staff have current Working with Children Checks and necessary background checks if required (e.g. national police clearance).
- Volunteers and staff receive an appropriate induction and are aware of their responsibilities to protect children and young people from harm.
- The organisation verifies applicants' identity, qualifications, professional registration and relevant background/Working with Children/police checks.

Links to resources that support child safeguarding improvements in this area:

- [Working with Children Checks \(WA\)](#)

Score

- Always
- Most of the time
- Sometimes
- Rarely
- Never
- Other (don't know)

Scoring comment

WAPC volunteers are representing sports skydiving and do not have regulatory function for tandem operations (national office) which is where younger participants are generally included. For this reason, child safety is not prioritised for volunteers. WAPC has no staff. WAPC works to national Member Protection Policy.

Next steps

Discuss with New WAPC Member Protection Officer

By whom

WAPC
Chairperson

By when

September 2023

Principle 6: Processes to respond to complaints and concerns are child focussed

6) The organisation has **child friendly and accessible** processes for raising concerns and making complaints and **takes all concerns and complaints seriously**. Employees respond promptly and effectively when receiving complaints, concerns, and disclosures of abuse.

What might this look like?

- A clear complaint handling policy and process that outlines roles and responsibilities, approaches to managing a variety of complaints, and what action to take after a complaint has been made.
- The complaint handling process is understood by, and accessible to, children and young people, volunteers, staff, and families.
- Complaints are taken seriously and responded to promptly and thoroughly.
- The organisation has procedures in place to report complaints and concerns to relevant authorities when necessary and within appropriate timeframes.
- The organisation uses learnings from feedback and complaints received to improve their policy and practice.
- Information about raising and responding to concerns and complaints is in easy English for individuals with different levels of English literacy and cognitive ability.
- Information about raising and responding to concerns and complaints is available in child-friendly formats, such as the use of visual aids.

Links to resources that support child safeguarding improvements in this area:

- [Code of conduct example \(Australian Human Rights Commission\)](#)
- [Tips for children and young people on how to make a complaint \(WA Commissioner for Children and Young People\)](#)
- [Guidelines for Complaints Handling \(WA Ombudsman\)](#)
- [Responding to a suspicion of harm against a child \(Play by the Rules\)](#)

| Score | Scoring comment |
|---|---|
| <input checked="" type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Other (don't know) | <p>WAPC follows national Member Protection Policy for handling such complaints and has a Member Protection Officer elected. To date no such claims have been made regarding claims involving children. Any claim made will be treated seriously and with respect to all involved.</p> |

| Next steps | By whom | By when |
|--|-------------------------|-----------------------|
| <p>Discuss with new WAPC member protection officer</p> | <p>WAPC Chairperson</p> | <p>September 2023</p> |

Principle 7: Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training

7) The organisation provides **continuous support** to volunteers and staff to meet the needs of children and young people and **information and training** on child safety and wellbeing, including how to **respond** to complaints, concerns, and disclosures of abuse.

What might this look like?

- Volunteers and staff are trained and follow the organisation’s policies, procedures and processes when responding to a complaint or disclosure of harm or abuse.
- Training resources and tools are consistent, accessible, easy to use and updated regularly with current process and practice requirements.
- Regular training and supervision sessions are provided to volunteers and staff.

Links to resources that support child safeguarding improvements in this area:

- [Child Protection Online Training \(Play by the Rules\)](#)

Score

- Always
- Most of the time
- Sometimes
- Rarely
- Never
- Other (don’t know)

Scoring comment

WAPC volunteers follow national policy and processes.
Local Member Protection Officer elected in council.

Next steps

Discuss with new Member Protection Officer

By whom

WAPC
Chairperson

By when

September
2023

Principle 8: Physical and online environments promote safety and wellbeing while minimising opportunity for children and young people to be harmed.

8) The organisation’s **risk management plan** addresses both physical and online risks.

What might this look like?

- The organisation has a risk management plan that identifies, assesses, and takes steps to minimise the risk of children being harmed.
- A risk management plan is outlined in policies and procedures and volunteers and staff are aware of the plan and their role in its implementation.
- A risk management plan considers increased risk with specific roles and activities, and children with heightened vulnerability.

Links to resources that support child safeguarding improvements in this area:

- [Risk management resources \(Children’s Guardian NSW\)](#)
- [Online risks and safety \(eSafety Commissioner\)](#)
- [Checklist for online safety \(Australian Human Rights Commission\)](#)

| Score | Scoring comment |
|---|--|
| <input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input checked="" type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Other (don’t know) | <p>National office recently made changes to increase tandem age from 12 to 16 years (risk based). Risk management plan does not specifically address physical and online risks.</p> <p>Member Protection Policy includes policy on images/photography. National office regulates this policy with tandem operators. WAPC does not provide regulatory function for this policy.</p> |

| Next steps | By whom | By when |
|--|-----------------------------|-----------------------|
| <p>Discuss with new WAPC Member Protection Officer</p> | <p>WAPC Chairperson</p> | <p>September 2023</p> |

Principle 9: Implementation of the National Principles for Child Safe Organisations is regularly reviewed and improved

9) The organisation **regularly reviews** and **improves** their child safe practices.

What might this look like?

- The organisation regularly reviews child safe practices and completes this self-assessment tool annually for continuous improvement.
- The organisation creates a plan for future action (see action plan at the end of this document) on child safety and wellbeing with timeframes that are committed to and met.
- The organisation reports on the findings of child safety reviews to volunteers and staff, families, communities and children and young people.

Score

- Always
- Most of the time
- Sometimes
- Rarely
- Never
- Other (don't know)

Scoring comment

Child safe practices are reviewed at national level and WAPC adheres to the national policy.

Next steps

Ensure currency of current policy and review if any issues are raised

By whom

WAPC Member Protection Officer

By when

September 2023

Principle 10: Policies and procedures document how the organisation is safe for children and young people

- The organisation has **policies and procedures** on child safety that are **easily accessible**. Volunteers and staff know how to apply policies and procedures.

What might this look like?

- Child safety policies and procedures are easily available on the organisation’s website and are accessible to people with diverse needs. Where appropriate, hard copies of documents are made available.
- Volunteers and staff understand their roles and responsibilities in implementing the policies and procedures.
- Volunteers and staff support children and young people, families, and community members to access and understand the policies, procedures, and processes. Organisations display child safe messages and materials where appropriate.

Links to resources that support child safeguarding improvements in this area

- [Charter of Commitment to Children and Young People \(Australian Human Rights Commission\)](#)
- [Development of child safe policies and codes of conduct \(Australian Human Rights Commission\)](#)

| Score | Scoring comment |
|---|--|
| <input type="checkbox"/> Always <input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Other (don't know) | <p>WAPC adheres to national Member Protection Policy</p> <p>Policy available online.</p> |

| Next steps | By whom | By when |
|---|---------------------------------------|-----------------------|
| <p>Ensure policy is inline with APF and national guidelines and any annual updates therein.</p> | <p>WAPC Member Protection Officer</p> | <p>September 2023</p> |

Action List

Following the completion of the questions within this self-assessment tool, list in order of priority the actions your organisation will take to improve its child safe practices.

A suitable way to complete this exercise is to reflect upon the scores for each question. Start with any response marked as 'never' or 'rarely' and progress through to 'sometimes' and 'most of the time'.

A collection of practical tools and resources is available to assist organisations:

[Commissioner for Children and Young People WA's Resources](#)

[Australian Human Rights Commission's Practical Tools](#)

[NSW Office of the Children's Guardian's Child Safe Resources](#)

Assessment Completed (date): 9/06/2023

TIMEFRAME – IMMEDIATE (0 TO 3 MONTHS)

| | Action | By When | By Whom | Completed On |
|---|---|----------------|--------------------------------|--------------|
| 1 | Discuss child safe assessment with new WAPC Member Protection Officer | September 2023 | WAPC Chairperson | |
| 2 | Ensure currency of policies with National Guidelines and APF | September 2023 | WAPC Member Protection Officer | |
| 3 | Disseminate and discuss policies with local skydiving operations | September 2023 | WAPC Member Protection Officer | |

TIMEFRAME – SHORT (3 TO 6 MONTHS)

| | Action | By When | By Whom | Completed On |
|---|--------|---------|---------|--------------|
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

TIMEFRAME – MEDIUM (6 TO 12 MONTHS)

| | Action | By When | By Whom | Completed On |
|---|--------|---------|---------|--------------|
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |