



CHILD & YOUTH SAFE ORGANISATIONS FRAMEWORK

A SAFE, SUPPORTIVE AND INCLUSIVE
ENVIRONMENT FOR ALL



SAFE
PEOPLE



POSITIVE
ENVIRONMENTS



RESPECTFUL
COMMUNITIES



BRIGHTER
FUTURES

1. Our commitment to child safety

Claremont Little Athletics Centre (CLAC) is committed to providing an environment where every child and young person can participate in athletics safely, confidently and with dignity.

Child safety and wellbeing are everyone's responsibility. Committee members, coaches, officials, volunteers, parents, carers, spectators and athletes all contribute to a culture in which children are respected, listened to and protected from harm.

CHILDREN FIRST

This framework applies to CLAC competition, training, coaching, officiating, fundraising, travel, online communication, photography and video, social activities and other activities conducted on behalf of the Centre.

CLAC does not tolerate child abuse, grooming, violence, neglect, sexual misconduct, bullying, discrimination or conduct that places a child or young person at risk.

Purpose

- Embed child safety and wellbeing in CLAC governance, culture and day-to-day operations.
- Give children and young people a genuine voice and accessible ways to raise concerns.
- Set clear expectations for adults and volunteers involved with CLAC.
- Identify and reduce risks in physical and online environments.
- Provide clear pathways for responding to concerns, complaints and reportable conduct.

Framework basis

This CLAC framework is based on Tasmania's Child and Youth Safe Organisations Framework, the Child and Youth Safe Organisations Act 2023, current Office of the Independent Regulator (OIR) guidance and Athletics Tasmania child-safeguarding guidance. It should be read with applicable Athletics Tasmania, Little Athletics and National Integrity Framework policies.

2. The 10 Child & Youth Safe Standards

The 10 Standards are the foundation of CLAC's child-safe approach. The practical actions below translate them into a Little Athletics environment.

1	Leadership, governance & culture
	Standard: Child safety and wellbeing is embedded in organisational leadership, governance and culture.
	At CLAC: The Committee will make child safety a regular governance responsibility, assign clear roles, record key decisions and review safeguarding risks.
2	Children have a voice
	Standard: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
	At CLAC: Athletes will be told in age-appropriate language that they have a right to feel safe, be heard, say when something is uncomfortable and ask a trusted adult for help.
3	Families & communities
	Standard: Families and communities are informed and involved in promoting child safety and wellbeing.
	At CLAC: CLAC will make safeguarding information accessible, explain reporting pathways and invite feedback from families.
4	Equity & diverse needs
	Standard: Equity is upheld and diverse needs respected in policy and practice.
	At CLAC: CLAC will seek to remove barriers to participation and respond appropriately to age, ability, disability, culture, language, gender and individual needs.
5	Suitable & supported people
	Standard: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
	At CLAC: Relevant screening, WWVP checks, role clarity, induction, supervision and conduct expectations will apply.

2. The 10 Child & Youth Safe Standards

(continued)

6	Child-focused complaints
	Standard: Processes to respond to complaints and concerns are child focused.
	At CLAC: Responses will prioritise immediate safety, privacy, fairness, timely action and the child's wellbeing.
7	Knowledge, skills & training
	Standard: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
	At CLAC: CLAC will promote appropriate safeguarding and integrity education and keep child safety visible throughout each season.
8	Safe physical & online environments
	Standard: Physical and online environments promote safety and wellbeing while minimising opportunities for children and young people to be harmed.
	At CLAC: CLAC will manage risks in training areas, toilets/change areas, travel, one-to-one interactions, photography, social media and messaging.
9	Review & improve
	Standard: Implementation of the Child and Youth Safe Standards is regularly reviewed and improved.
	At CLAC: The Committee will review incidents, feedback, risk controls, training and compliance and improve practices when gaps are identified.
10	Policies & procedures
	Standard: Policies and procedures document how the organisation is safe for children and young people.
	At CLAC: CLAC will maintain accessible, current safeguarding documents and ensure members know where to find them and what is expected.

3. Universal Principle for Aboriginal Cultural Safety

The Universal Principle applies across all 10 Standards. CLAC will provide an environment in which the right to cultural safety of Aboriginal and Torres Strait Islander children and young people is respected.

CULTURAL SAFETY IS PART OF CHILD SAFETY

- Respect the identity, culture, family and community connections of Aboriginal and Torres Strait Islander children and young people.
 - Act on racism, discrimination, stereotyping and culturally unsafe behaviour.
 - Provide culturally respectful ways for children and families to participate, provide feedback and raise concerns.
 - Consider cultural safety when reviewing policies, communications, events and the physical environment.
- Cultural safety is about the experience of the child or young person, not simply the intention of adults.

4. Responsibilities within CLAC

Committee / Centre leadership

- Set the tone for a child-safe culture and ensure safeguarding is considered in decision-making.
- Maintain clear leadership and escalation arrangements for the Reportable Conduct Scheme.
- Ensure relevant WWVP and screening requirements are met and recorded.
- Ensure an appropriately trained Member Protection Information Officer (MPIO) is available, consistent with Athletics Tasmania expectations.
- Review safeguarding risks, complaints, training and this framework regularly.

Coaches, officials & volunteers

- Treat every athlete with respect and maintain appropriate adult-child boundaries.
- Follow applicable CLAC, Athletics Tasmania and integrity/safeguarding policies.
- Avoid unnecessary one-to-one isolation with a child; use observable and interruptible environments wherever practicable.
- Report concerns promptly rather than conducting an informal personal investigation.

Parents, carers & athletes

- Parents and carers model respectful behaviour, support child-safe expectations and raise concerns promptly.
- Athletes treat others respectfully and are encouraged to tell a trusted adult if they feel unsafe, worried, bullied or uncomfortable.

5. Working with children safely

Working with Vulnerable People (WWVP)

People in roles requiring Registration to Work with Vulnerable People must hold appropriate current registration. Relevant details should be recorded in the systems required by Athletics Tasmania. WWVP registration is an important safeguard but does not replace good supervision, training, recruitment and conduct.

Adult-child boundaries

- Physical contact must be appropriate to athletics, necessary, respectful and explained where practicable.
- Sexualised behaviour, grooming, humiliating treatment, threats and favouritism that creates unsafe dependency are unacceptable.
- Private gifts, secret communications and relationships that blur the adult-child role are not appropriate.
- Individual coaching should occur in open and observable environments wherever practicable.

Photography, video & online communication

- Images should be taken and used in accordance with applicable consent and safeguarding requirements.
- Do not publish unnecessary information about a child's location, routine or sensitive personal details.
- Use approved communication channels and include a parent/carer or another responsible adult where appropriate.
- Adults must not use secret, sexualised or disappearing-message communications with athletes.

Toilets, change areas, travel & overnight activities

- Respect children's privacy and avoid unnecessary adult presence in toilet/change areas.
- Plan supervision, transport, accommodation, emergency contacts and adult-child boundaries before travel or overnight activities.
- Avoid situations where a single adult is unnecessarily isolated with a child.

6. When a child speaks up

LISTEN

REASSURE

PROTECT

REPORT

- Listen calmly. Give the child time and do not pressure them for unnecessary detail.
- Take them seriously. Do not dismiss, minimise or blame.
- Reassure appropriately. Explain that they did the right thing by speaking up.
- Do not promise secrecy. Explain that information may need to be shared with people who can help keep them safe.
- Prioritise immediate safety. If there is immediate danger or urgent medical need, contact emergency services.
- Record accurately. Write down what was said and observed as soon as possible, using the child's own words where possible.
- Report promptly. Follow CLAC's reporting pathway and external reporting obligations.

Do not confront the person who is the subject of the allegation, ask leading questions, circulate details among members or conduct an informal investigation.

7. Reporting a concern

1	Immediate danger? Call Triple Zero (000) where a child is in immediate danger or urgent police/medical assistance is required.
2	Make the child safe Take reasonable steps to protect the child from further harm without compromising an external investigation.
3	Tell the right CLAC person Report to the Centre President / designated Child Safety Contact / MPIO as appropriate. If the concern involves that person, escalate to another appropriate leader and/or external authority.
4	External reporting Where required, notify Tasmania Police, the Office of the Independent Regulator, Strong Families Safe Kids, the WWVP Registrar or another relevant authority.
5	Document & support Keep accurate, secure records; protect privacy; support the child and family; and follow through on required actions.

Office of the Independent Regulator: 1800 754 728 | contact@oir.tas.gov.au | oir.tas.gov.au

Strong Families Safe Kids Advice and Referral Line: 1800 000 123

Emergency: Triple Zero (000)

8. Reportable Conduct Scheme

The Tasmanian Reportable Conduct Scheme applies to in-scope organisations and concerns conduct by adult workers. Workers can include volunteers, contractors, committee members and other adults engaged by an organisation.

Reportable conduct can include significant emotional or psychological harm, significant neglect, physical violence, sexual offences or sexual misconduct, grooming and certain relevant offences.

Where CLAC is subject to the Scheme, the organisation's leader/head has specific legal obligations. Current OIR guidance includes notifying the Independent Regulator within three business days of becoming aware of a reportable allegation or reportable conviction, starting an investigation as soon as possible, providing further information within 30 days, and providing final findings and reasons when the investigation is complete.

REPORTING A CONCERN DOES NOT MEAN A CONCLUSION HAS BEEN REACHED

The OIR states that the reporting threshold is reasonable suspicion. The Reportable Conduct Scheme does not replace other reporting obligations; a matter may also need to be reported to Tasmania Police, the WWVP Registrar, Strong Families Safe Kids or another regulator.

9. Risk management

Environment	Practical controls
Training & competition	Clear supervision; visible coaching; safe equipment/areas; emergency procedures; appropriate adult-child supervision.
Online spaces	Approved channels; parent/carer visibility where appropriate; moderation; no secret/disappearing communication; privacy controls.
Photography	Consent processes; appropriate images; safe publication; avoid unnecessary personal/location information.
Toilets/change areas	Privacy; no unnecessary adult presence; clear supervision expectations; respond to suspicious behaviour.
Travel/overnight	Documented plans; consent; transport/accommodation arrangements; supervision; emergency contacts; boundary controls.

10. Training, review & continuous improvement

- Child safety will be considered regularly by the Committee and when planning significant activities.
- Relevant committee members, coaches, officials and volunteers will be directed to appropriate safeguarding and integrity education.
- The Centre will maintain required screening / WWVP information and monitor expiry or role changes.
- CLAC will complete child-safe self-assessment activities required through affiliation or applicable authorities.
- Incidents, near misses, complaints and feedback will be reviewed for systemic lessons.
- This framework will be reviewed at least annually and earlier where legislation, governing-body requirements, risks or organisational arrangements change.

Children and families should be invited to contribute to improvements in age-appropriate and accessible ways.

11. CLAC child-safe contacts

The Committee should complete these fields when adopting the framework and keep the published version current.

Role	Name / contact
Centre President / Leader	JOSHUA ZEITZEN
Child Safety Contact	NATALIE BURNIE
Member Protection Information Officer (MPIO)	EMMA AITCHISON
General CLAC contact	BRENDON BRIERS

External contacts: Emergency 000 | OIR 1800 754 728 | Strong Families Safe Kids 1800 000 123

12. Approval & document control

Document	CLAC Child & Youth Safe Organisations Framework
Version	1.0
Prepared	October 2026
Approved by	JOSHUA ZEITZEN
Approval date	01 October 2026
Next review	At least annually, or earlier if required

Reference sources

Office of the Independent Regulator (Tasmania): Child and Youth Safe Organisations Framework, Child and Youth Safe Standards, Universal Principle for Aboriginal Cultural Safety and Reportable Conduct Scheme guidance. Athletics Tasmania: Integrity, Child Safeguarding and Child & Youth Safe Organisations Framework guidance.

Important: This is an operational safeguarding framework. It should be checked against current legislation, OIR guidance and governing-body policies at adoption and review. Applicable law and mandatory governing-body requirements prevail.