

Safeguarding Policy

1. Purpose

Cumbre Sports Facility is committed to providing a safe, welcoming, and inclusive environment for all participants, staff, volunteers, officials, and visitors. This policy outlines our commitment to protecting children, young people, and vulnerable individuals from harm, abuse, neglect, discrimination, exploitation, and inappropriate behaviour.

2. Scope

This policy applies to:

- All employees, coaches, referees, contractors, volunteers, and interns.
- All program participants, including children and adults.
- All visitors and spectators while on facility premises or engaged in facility-run activities offsite.

This policy covers all programs, competitions, social leagues, camps, clinics, events, and private bookings held at Cumbre Sports Facility.

3. Guiding Principles

Cumbre Sports Facility is guided by the following safeguarding principles:

- The safety and wellbeing of children and vulnerable people is the highest priority.
 - Every person has the right to feel safe, respected, and supported.
 - Safeguarding is everyone's responsibility.
 - Concerns will be responded to promptly, seriously, and appropriately.
 - All staff, volunteers, and contractors must act in accordance with child safe standards, relevant laws, and this policy.
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4. Code of Conduct – Expected Behaviour

All staff, volunteers, and facility users must:

- Treat others with dignity, kindness, and respect.
- Maintain appropriate professional boundaries with children and vulnerable people.
- Listen to and value the views of participants.

CONTACT



+61 8 6156 8100



admin@cumbrefc.com
www.cumbrefc.com



18 Saltaire Way
Port Kennedy WA 6172

- Act immediately if there is a concern for someone's safety or wellbeing.
- Follow facility supervision, photography, and communication guidelines.

Staff and volunteers **must not**:

- Use abusive, harassing, or bullying language or behaviour.
 - Engage in any form of sexual behaviour, communication, or relationship with a minor.
 - Transport a minor alone unless expressly authorised and documented.
 - Take photos or video of minors without consent and a valid purpose (see Photography Policy).
 - Ignore or dismiss concerns, disclosures, or signs of harm.
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5. Recruitment, Screening, and Training

To ensure safe practice:

- All staff and volunteers in child-facing roles must hold a valid **Working With Children Check** (WWCC) or equivalent clearance.
 - Reference and background checks may be conducted based on role requirements.
 - Induction for all staff and volunteers includes:
 - Safeguarding obligations
 - Behaviour expectations
 - Reporting processes
 - Additional safeguarding training may be required for specific roles (e.g., coaches, referees, program leaders).
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6. Supervision of Children

- Children under **12** must be actively supervised by a parent or guardian unless participating in a supervised program.
- Facility staff are responsible for supervision only during structured programs and scheduled sessions.
- Unsupervised children may be asked to remain in designated safe areas or the parent/guardian may be contacted.

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7. Online and Social Media Conduct

- Direct private messaging between staff/volunteers and minors is not permitted.
- Group communication must involve parents/guardians where appropriate.
- Images must not identify minors by full name without written parental consent.

Refer to: **Photography Policy**.

8. Recognising Harm

Harm may include:

- Physical, emotional, or sexual abuse
- Grooming behaviour
- Bullying or harassment
- Neglect or exposure to unsafe environments
- Discrimination or exclusion

All concerns must be taken seriously.

9. Reporting Concerns

Anyone who sees, hears, or suspects harm **must report it**.

Internal Reporting

Report immediately to:

- Centre Supervisor (on-site)
- Facility Management: admin@cumbrefacility.com.au
- Or via Incident Report Form at Reception

External Reporting

If there is immediate danger or criminal activity:
Call **000**.

If the concern relates to the safety of a child:
Report to your state or territory child protection authority.

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There will be no negative consequences for making a report in good faith.

10. Responding to Disclosures

If a child or person shares a safety concern:

- Remain calm and listen carefully.
 - Thank them for speaking up.
 - Do not make promises about outcomes.
 - Report the disclosure immediately using the reporting process above.
 - Do not investigate – allow trained authorities to manage the process.
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11. Breaches of This Policy

Breaches may result in:

- Verbal or written warnings
 - Removal from the facility
 - Termination of employment or volunteer roles
 - Notification to law enforcement or child protection authorities
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12. Policy Review

This policy will be reviewed annually, or sooner if legislation or organisational needs change.

Approved by: Management, Cumbre Sports Facility

Date Effective: 10 November 2025

Next Review: 31 January 2027

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