

CHILD SAFE POLICY



PISTOL CLUB

NEWTEC PISTOL CLUB INCORPORATED

Child Safe and Junior Member Safeguarding Policy

Approved and enacted by the Committee

CONTROL FIELD	APPROVED ENTRY
Document reference	NPC-CSG-POL-001
Version	1.0
Status	APPROVED AND CURRENT — REVIEW/UPDATE SCHEDULED
Owner	Public Officer / Secretary, unless the Committee determines otherwise
Prepared for	Newtec Pistol Club Incorporated Committee
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Effective date	24/07/2026
Minute reference	24July26meeting
Classification	CL3/CL4
Review date	01/10/2027

APPROVED STATUS This document is approved and in force. It must be read consistently with the Constitution, legislation, licence, permit, range approval, Range Standing Orders or a lawful direction of NSW Police, SafeWork NSW or another competent authority.

Approved 24/07/2026 • Effective 24/07/2026 • Minute 24July26meeting

Document control

Field	Requirement
Purpose	Prevents, identifies and responds to harm involving children and young people in Club activities.
Authority	Child Protection (Working with Children) Act 2012 (NSW); Children's Guardian Act 2019 (NSW); Child Safe Scheme; other reporting laws.
Related Newtec documents	Junior Membership Form; Code of Conduct; Complaint Form; Privacy Policy; RO/RSO Policy; Incident Report.
Approval	Committee resolution and recorded minute required
Review triggers	Legislative, approval, licence, organisational or material incident change; audit finding; or scheduled review

Authority and application

Label	Meaning
MANDATORY	A requirement arising from law, the Constitution, a current approval/licence/permit, or a lawful regulator direction.
CLUB POLICY	A control adopted by Newtec. It is binding internally once validly adopted, but does not create statutory power.
GOOD PRACTICE	A recommended control to support safety, fairness or defensible governance.
VERIFY	A fact, threshold, site detail or constitutional power that must be confirmed before adoption or use.

1. Commitment and scope

The safety, dignity and voice of every person under 18 are paramount. This policy applies to committee members, ROs/RSOs, instructors, volunteers, members, contractors, parents, carers, visitors, online communication, travel and Club-controlled activities.

2. Governance controls

- Appoint a Child Safety Contact and an alternate; publish safe contact routes.
- Identify child-related roles, determine WWCC requirements, verify required clearances before unsupervised child-related work and keep a restricted register.
- Use child-safe recruitment: role description, identity checks, references, screening, induction and documented supervision.
- Consult junior members and parents/carers in age-appropriate ways and provide accessible complaint options.
- Review child-safety risks annually and after any concern.

3. Behaviour rules

Required	Prohibited
Use open, observable interactions and age-appropriate language.	Sexualised conduct, grooming, humiliation, threats, discrimination or unnecessary physical contact.
Communicate through approved Club channels and include a parent/carer where practicable.	Private disappearing messages, secret communication or personal relationships that exploit authority.
Respect privacy while maintaining safety and supervision.	Being alone with a child in an isolated place unless necessary for immediate safety and promptly documented.
Obtain consent for images and use them only for the stated purpose.	Identifying a child's location, routine or firearms-related details without lawful authority and consent.
Follow range rules and direct supervision requirements at all times.	Transporting a junior alone without prior parent/carer agreement and an approved safety arrangement.

4. Firearms-specific safeguards

- A junior may handle or use a firearm only where lawful, authorised and directly supervised as required by current firearms law, approvals and Club rules.
- The RO/RSO retains immediate authority to stop participation; a parent's consent does not override a safety decision.
- Firearms, ammunition and keys remain under authorised adult custody and approved storage controls.
- Training ratios, competency and physical or communication adjustments must be suitable for the individual and activity.

5. Responding to a concern

1. Ensure immediate safety; call 000 if there is imminent danger or urgent medical need.
2. Listen calmly. Do not promise secrecy, investigate extensively or confront the alleged person.
3. Record the child's words and observable facts promptly; distinguish fact from opinion.
4. Report to Police, DCJ Child Protection Helpline, the Office of the Children's Guardian or another body where legally required. When unsure, seek prompt specialist advice.
5. Notify the Child Safety Contact or unconflicted committee contact; restrict duties or access on a risk basis without presuming guilt.
6. Protect confidentiality, support affected people and preserve procedural fairness in any internal process.

MANDATORY EXTERNAL REPORTING Internal reporting never replaces a legal duty to contact emergency services, Police, DCJ, the Office of the Children's Guardian or another authority. The reporter must use current official thresholds and channels.

Appendix A — Child-safe event check

- ☐ Child-related roles and WWCC status verified
- ☐ Parent/carer consents and emergency contacts current
- ☐ Supervision and range ratios assigned
- ☐ Transport, toilets/change areas and photography controls set
- ☐ Junior-friendly complaint route explained
- ☐ First aid and emergency arrangements confirmed
- ☐ Post-event concerns recorded and escalated

References and legal caution

- Associations Incorporation Act 2009 (NSW), current consolidated version: <https://legislation.nsw.gov.au/view/html/inforce/current/act-2009-007>
- Associations Incorporation Regulation 2022 (NSW), current consolidated version: <https://legislation.nsw.gov.au/view/html/inforce/current/sl-2022-0522>
- NSW Fair Trading, Running an incorporated association (updated 1 April 2026): <https://www.nsw.gov.au/business-and-economy/incorporated-associations/running-an-incorporated-association>
- Newtec Constitution, current registered version — VERIFY controlled copy and any registered amendments.
- NSW Office of the Children’s Guardian, Sport and recreation: <https://ocg.nsw.gov.au/child-safe-scheme/sector-specific/sport-and-recreation>
- OCG, Who needs a Working with Children Check: <https://ocg.nsw.gov.au/working-children-check/who-needs-check>
- NSW Department of Communities and Justice, reporting a child at risk: <https://dcj.nsw.gov.au/children-and-families/protecting-our-kids/mandatory-reporters/how-to-make-a-report.html>

LEGAL CAUTION Sources are summarised, not reproduced. The committee must verify the current consolidated law and Newtec’s current approvals before adoption. Obtain professional advice where a serious incident, disputed sanction, reportable exposure or regulatory uncertainty arises.