



## SAFEGUARDING ADDENDUM FOR CHILD-RELATED ACTIVITIES AT TCC

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### INTRODUCTION

This document is an addendum to The Collaroy Centre, (TCC), Conditions for Hire Agreement and emphasizes the importance of child safety at TCC.

It establishes clear guidelines for external staff involved in child-related activities on our premises.

By adhering to these guidelines, we aim to create a secure and nurturing environment for children participating in our programs.

TCC has a zero-tolerance approach to all forms of abuse, harm, neglect, or risk of harm to children and young people.

### CHILD SAFETY IS FACILITATED WHEN EXTERNAL STAFF

- Thoroughly read and comprehend TSA's Child Safety and Wellbeing Policy.
- Strictly adhere to TSA's Code of Conduct Standard while engaging with children at TCC.
- Are responsible for gathering proof of integrity checks for any designated guardian of children during camps/events at TCC.
- Are accountable for providing a comprehensive briefing on child safety to any designated guardian of children during camps/events at TCC.
- Designate a first aider to be present during camps/events.
- Are accountable for communicating and taking care of any children's medical needs or medical conditions that may impact their safety or wellbeing during a camp/event.

### GUIDELINES FOR EXTERNAL STAFF REGARDING GUARDIANSHIP OF CHILDREN DURING CAMPS / EVENTS AT TCC

- Maintain appropriate staff-to-child ratios based on age and individual needs (NSW Guideline Excursion Planning and Management - Policy document number: PD-2004-0010-01-V02.3.0).
- Designate responsible and qualified guardians, experienced in childcare, for each group of children.
- Only authorised individuals listed by parents or guardians should be allowed to pick up children.
- Provide appropriate communication channels for parents or guardians to reach their children during their stay.
- Ensure sleeping arrangements are appropriate for children during overnight stays and such arrangements are communicated in advance to parents and guardians.
- Designated guardians must be well-versed in child safety procedures and emergency protocols.
- Cater to the diverse needs of all children, fostering an inclusive environment that promotes understanding, respect, and equal opportunities.
- Designated guardians are responsible for the supervision of children at all times, including mealtimes, sleeping overnight, during activities run by TCC and during free time.

### INCIDENT MANAGEMENT

- TCC must be promptly notified of any incidents, with details confirmed in writing within 24 hours.
- External notifications regarding incidents may be made by TCC as a third-party host agent, the client with direct responsibility for guardianship, or both/shared.
- A liaison with Police and DCJ must be designated to ensure effective communication and collaboration.
- TCC will take the lead in investigating reportable allegations and keep the external agency informed of the progress.
- The external agency is responsible for managing employment-related or disciplinary action with the involved staff member.



## DECLARATION

I acknowledge that I have:

- Received and reviewed a copy of TSA's Child Safety & Wellbeing Policy and Code of Conduct Standard.
- I fully commit to acting in accordance with the expectations set out for the care and protection of children and young people.
- I will ensure that designated guardians have undergone appropriate screening and are well-versed in child safety procedures.
- I understand that if any staff member of my organisation fails to comply with the provisions of this Addendum for Child-Related Activities at TCC, TCC reserves the right to immediately cancel the Conditions of Hire Agreement or have the staff member removed from the premises.