

Child Safe Action Plan: Operations Plan_Commercial

Purpose

The Child Safe Action Plan: Child Safe Operations, details the actions currently taken to comply with the Child Safe Standards and the Universal Principle, and related requirements, as per the *Child Safe Anglican Education Policy*.

Note: Actions are allocated to the Standard that it primarily relates to. While they may relate to more than one Standard, they are only listed once, to avoid duplication. Actions related to the Universal Principle are also integrated into each respective Standard.

Scope

This Plan relates to the following Child Safe Entities:

Name	Type
Commercial	TAIPANS Sports Club, Facilities hire

Note: Where an Action described below only relates to one or some of the Child Safe Entities covered by this plan, this will be specified within that Action (e.g. with the school, education & care service, or boarding house).

Approval

This Plan is endorsed and approved as follows:

Endorsed/Approved	Name	Role	Date
Endorsed	Michael Buckingham	Chair of School Board	19/02/2025
Approved	Daniel Walker	School Principal/CEO	19/02/2025

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Standard 1: Leadership and culture

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Taipans	Canterbury Taipans Inc. By Laws (Quarterly)	President	Ongoing
Taipans	Team confident to raise concerns and report hazard / risks or communicate where requires.	Director of Sports and Activities Taipans and Aquatic Coordinator	Ongoing

Standard 2: Voice of children

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Taipans	Taipans instructors given a role	Director of Sports and Activities Taipans and Aquatic Coordinator	Ongoing
Taipans	Safety briefings with students at various points on what to do, not to do or how to call for help	Director of Sports and Activities Taipans and Aquatic Coordinator	Ongoing
Taipans	Informal feedback from students regarding their lessons	Director of Sports and Activities Taipans and Aquatic Coordinator	Ongoing
Taipans	Taipans staff use child-appropriate language and is child friendly (age and stage appropriate)	Director of Sports and Activities Taipans and Aquatic Coordinator	Ongoing
Taipans	Child Safety posters in pool kiosk	Head of Care Central and Safeguarding Lead Taipans and Aquatic Coordinator	Ongoing

Standard 3: Family and community

No.	Action Taken	Responsible Person	Timeframe
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			<i>(where applicable)</i>
Taipans	Service agreements between Taipans and visiting schools	Taipans and Aquatic Coordinator	As required
Taipans	Visiting schools provide with the opportunity to provide feedback	Taipans and Aquatic Coordinator	As required
Taipans	Terms and conditions to entry visible at tennis and pool.	Director of Sports and Activities Taipans and Aquatic Coordinator Risk and Compliance Officer	Ongoing
Taipans	Emails to parents, parent portal, the Hub for squad parents Stack team app, holiday camps	Taipans and Aquatic Coordinator	As required
Taipans	Social media handles can delete bullying or unreasonable comments. Moderators photos posted.	Director of Communications	As required
General	Provide inclusive facilities and accommodations for cultural, religious, and gender diversity.	Principal	Ongoing

Standard 4: Equity and diversity

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Taipans	All gender baby change room facilities	Director of Property and Works External Events Point of Contact	Ongoing
Gen	Ambulant bathrooms - unisex	Director of Property and Works External Events Point of Contact	Ongoing
Taipans	Different swim levels are considered.	Taipans and Aquatic Coordinator	Ongoing
Taipans	Accommodations are made to facilitate higher needs students as reasonably practicable.	Taipans and Aquatic Coordinator	Ongoing

Standard 5: People

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Taipans	Stringent recruitment practices including at least two referee checks,	Deputy Principal	Ongoing

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	interview panel of at least two skilled and experienced staff members	Coordinator of People and Culture	
Taipans	Staff have necessary qualifications and clearances	Coordinator of People and Culture	Ongoing
Taipans	Mandatory compliance training for all staff	Risk and Compliance Officer	Annually
Taipans	Strong emphasis on professional development	Deputy Principal	Ongoing
Taipans	Robust onboarding of all staff, volunteers and coaches	Deputy Principal Coordinator of People & Culture	At induction
Taipans	Commitment to child protection and acceptance of Anglican principles and school values embedded into employment, starting at position description level.	School Board Deputy Principal Coordinator of People & Culture	Ongoing
Taipans	Modelling appropriate behaviour to school	School Board Executive Leadership Team All staff Canterbury Parent Consultative Committee	Ongoing

Standard 6: Complaints management

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Gen	All complaints taken seriously and addressed timeously – escalate where deemed necessary	Taipans and Aquatic Coordinator	As received

Standard 7: Knowledge and skills

No.	Action Taken	Responsible Person	Timeframe
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			<i>(where applicable)</i>
Taipans	Adhere to legislated ratios	Taipans and Aquatic Coordinator	Ongoing
Taipans	PD - 6 monthly training session to run through programs, what needs to be updated, facilitated by JH or external program to keep up with standards.	Taipans and Aquatic Coordinator	Every 6 months
Gen	Qualified personnel and using workforce skills to best position people in school to best support students.	Principal Deputy Principal Taipans President	Ongoing

Standard 8: Physical and online environments

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Taipans	Allocated bathrooms to visitors and signage is updated as required	Taipans and Aquatic Coordinator	Ongoing
Taipans	Visitors to sign in and register.	Taipans and Aquatic Coordinator	As required
Taipans	Specific open times for the public.	Taipans and Aquatic Coordinator	Ongoing
Taipans	Audits of equipment and spaces	Taipans and Aquatic Coordinator	Monthly
Taipans	Adults and student bathrooms are separate, except with small children	Taipans and Aquatic Coordinator	Ongoing
Taipans	Ladder points and ramps	Taipans and Aquatic Coordinator	Ongoing
General	Facilities are fit for purpose and maintained	Taipans and Aquatic Coordinator	Ongoing

Standard 9: Continuous improvement

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Taipans	Pool simulations – every six months	Taipans and Aquatic Coordinator	6 monthly
General	Conduct audits and feedback cycles to identify gaps and drive continuous improvement.	Taipans and Aquatic Coordinator Risk and Compliance Officer Director of Sports and Activities Director of Property and Works	Monthly

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Standard 10: Policies and procedures

No.	Product	Location
Taipans	Canterbury Taipans Pool Manual	Taipans Teams / Canterbury Policy Library - Operations
Gen	Contract document	External hires.
Taipans	Acceptable Use of Mobile Phone, SIM-Enabled and Electronic Device Policy	Website – Policies and Procedures
Taipans	Approach to Social Media, Online Safety and Deepfakes	Website – Policies and Procedures
Taipans	ASC Compliance Support Index	Canterbury Policy Library - Child Protection
Taipans	Bullying Prevention Policy	Website – Policies and Procedures
Taipans	Child Advocate Posters	Website – Child Protection and displayed throughout school
Gen	Child Safe Anglican Education Policy	Website – Child Protection
Gen	Community Code of Conduct	Website – Policies and Procedures
Taipans	Complaints Management Policy	Website – Policies and Procedures
Taipans	Concussion Policy	Canterbury Policy Library – College Operations
Gen	Emergency Procedures – Staff Reference Guide	Canterbury Policy Library - WHS
Taipans	How to Make a Child Safety Report	MyCC child Protection Page
Taipans	Privacy Policy	Website – Policies and Procedures
Gen	Procedures: Child Safe Operations	Canterbury Policy Library – Child Protection
Gen	Procedures: Child Safe Responses	Website - Child Protection
Taipans	Responsible Use of Technology Policy	Website – Policies and Procedures
Gen	Security Camera Policy	Canterbury Policy Library – Business and Finance
Taipans	Sexual Harassment Prevention Plan	MyCC staff landing page
Gen	Snake Sighting and Management Policy	Canterbury Policy Library - WHS
Gen	Unit Specific Action Plans	Website – Child Protection
Gen	Whistleblower Policy	Website – Policies and Procedures
Gen	Work Health and Safety Policy	Canterbury Policy Library - WHS

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