



**SOUTH WEST ACADEMY OF SPORT (SWAS)**

**Child and Vulnerable People Safety Policy and Procedures**



**Version Control, Change History and Distribution Version**

**Control**

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## Contents

1. Policy Statement .....	4
2. Purpose .....	4
3. Corporate Requirements .....	4
4. Definitions .....	5
5. Responsibilities .....	6
6. Application of Policy.....	8
6.1. Employment of New Personnel.....	8
6.2 Risk Management.....	8
7. Reporting .....	9
7.1 Reporting Child Sexual Abuse .....	9
7.2 Voluntary Reporters:.....	9
7.3 Mandated Reporters:.....	9
7.4 Making a Report.....	10
8. Investigating.....	10
9. Responding .....	10
10. Privacy.....	10
11. Further Information .....	10
12. Appendix 1 – Child Safety Code of Conduct .....	11
13. Further Child safe and child friendly guidelines to prevent and manage risks of child abuse .....	12
13.1. Change Rooms.....	12
13.2. Hotel rooms and other accommodation.....	12
13.3. Travel – General .....	12
13.4. Sexual misconduct and relationships.....	13
13.5. Adults under investigation .....	13
13.6. Physical Contact .....	13
13.7. Positive guidance.....	14
13.8. Working With Children Check .....	14
13.9. Supervision of Children and Young People .....	15
13.10. Use of electronic communications.....	15
13.11. Photographs of Children and Young People .....	15
13.12. Use, possession or supply of alcohol or drugs .....	16
14. Signed declaration by SWAS Person in Position of Responsibility and Authority .....	16



## 1. Policy Statement

- 1.1. All people, regardless of their age, gender, race, religious beliefs, disability, sexual orientation, or family or social background, have equal rights to protection from abuse, neglect or exploitation.
- 1.2. South West Academy of Sport (SWAS) commits to promoting and protecting the welfare and human rights of people that interact with, or are affected by, our work - particularly those that may be at risk of abuse, neglect or exploitation. We have no tolerance for abuse, neglect or exploitation.
- 1.3. Specifically, SWAS is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. SWAS supports and respects children, young people, staff, volunteers and participants.
- 1.4. The aim of this policy is to protect the safety of children in our care and prevent abuse from occurring, and if allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion.
- 1.5. All directors, staff, coaches, volunteers, partners and third parties of SWAS share responsibility for protecting everyone from abuse, neglect or exploitation. Beyond this, particular people have specific responsibilities, and they must carry out their duties without exception.
- 1.6. SWAS has a process for managing incidents that must be followed when one arises.

## 2. Purpose

- 2.1. The purpose of this policy is to:
  - 2.1.1. Help protect people that interact with, or are affected by SWAS
  - 2.1.2. Define the key terms we use when talking about protecting people or safeguarding.
  - 2.1.3. Set out and develop the way SWAS manages safeguarding risks.
  - 2.1.4. Set out the specific roles and responsibilities of persons working in and with SWAS
  - 2.1.5. Facilitate the safe management of incidents.
  - 2.1.6. To support a positive and effective internal culture towards safeguarding.

## 3. Corporate Requirements

3.1 This Policy applies to all parties including Directors, managers, staff, coaches, contractors, consultants and volunteers.

3.2 This policy must be read in conjunction with:

- the law of the Commonwealth and Victoria including but not limited to:
  - Children, Youth and Families Act 2005 (Vic)
  - Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
  - Crimes Act 1958 (Vic); and
  - Working with Children Act 2005 (Vic)
- SWAS policies and procedures, including but not limited to:
  - Constitution;
  - Strategic Plan;
  - Codes of Conduct;
  - HR Policy;
  - Privacy Policy;
  - Member Protection Policy;
  - Grievance and Discipline procedures;
  - Media Policy;

## 4. Definitions

**‘Safeguarding’** means protecting the welfare and human rights of people that interact with, or are affected by, SWAS, particularly those that might be at risk of abuse, neglect or exploitation. This refers to any responsibility or measure undertaken to protect a person from harm.

**‘Vulnerable people’** - While all people must be protected from harm, there are additional legislative and ethical considerations for protecting vulnerable people.

Vulnerable people can include:

- children and seniors
- people with impaired intellectual or physical functioning
- people from a low socio-economic background
- people who are Aboriginal or Torres Strait Islanders
- people who are not native speakers of the local language
- people with low levels of literacy or education
- people subject to modern slavery, which involves human exploitation and control, such as forced labour, debt bondage, human trafficking, and child labour.

Vulnerable people are not limited to a charity’s beneficiaries or the users of its services. They can include a charity’s staff, volunteers, and people in third parties, such as partners.

Being able to recognise vulnerability in its various forms is important and the first step to being able to protect vulnerable people.

**‘Abuse, neglect or exploitation’** means all forms of physical and mental abuse, exploitation, coercion or ill-treatment. This might include, for example:

- Sexual harassment, bullying or abuse;
- Sexual criminal offences and serious sexual criminal offences;
- Threats of, or actual violence, verbal, emotional or social abuse;
- Cultural or identity abuse, (racial, sexual, gender-based discrimination or hate crime);
- Coercion and exploitation;
- Abuse of power.

**‘Child’** means a person below the age of 18 years unless otherwise stated under the law applicable to the child.

**‘Child protection’** means any responsibility, measure or activity undertaken to safeguard children from harm.

**‘Child abuse’** means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (eg. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

Child abuse can be divided into four categories:

- **Physical abuse:** occurs when a child has suffered, or is likely to suffer, significant harm as a result of a physical injury, such as a non-accidental physical injury.
- **Sexual abuse:** occurs when a child has suffered, or is likely to suffer, significant harm as a result of sexual abuse, such as when a child is exploited, or used by another for his or her sexual gratification or sexual arousal, or for that of others.

- **Emotional and psychological abuse:** occurs when a child has suffered, or is likely to suffer, emotional or psychological harm of such a kind that the child's emotional or intellectual development is or is likely to be significantly damaged; and
- **Neglect:** occurs when a child's physical development or health has been, or is likely to be significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

Child abuse includes any actions that results in actual or potential harm to a child, in circumstances where the child's parents have not protected, or are unlikely to protect, the child.

**'Sexual assault'** is any act which exposes a vulnerable person to, or involves a vulnerable person in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the vulnerable person to or involving the vulnerable person in pornography. It includes grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a vulnerable person to lower the person's inhibitions in preparation for sexual activity with the person.

A **'Reasonable belief'** is formed if a reasonable person in the same position would have formed the belief on the same grounds. A reasonable belief is formed if a reasonable person believes that:

- (a) the child or vulnerable person is in need of protection,
- (b) the child or vulnerable person has suffered or is likely to suffer "significant harm as a result of physical injury," or
- (c) the parents are unable or unwilling to protect the child or vulnerable person.

For example, a 'reasonable belief' might be formed if:

- a child or vulnerable person states that they have been physically or sexually abused;
- a child or vulnerable person states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- someone who knows a child or vulnerable person states that the child or vulnerable person has been physically or sexually abused;
- professional observations of the child's or vulnerable person's behaviour or development leads a professional to form a belief that the child or vulnerable person has been physically or sexually abused or is likely to be abused; and/or
- signs of abuse lead to a belief that the child or vulnerable person has been physically or sexually abused.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation.

## 5. Responsibilities

5.1. While the responsibility to protect people is shared by all who work at or with SWAS, some individuals have specific obligations with which they must comply.

5.1.1. **The Directors** of the Board of SWAS are responsible for:

- Protecting all people that interact with, or are affected by, SWAS;
- Ensuring that there are appropriate and effective ways for SWAS to do this;
- Ensuring that SWAS observes all relevant laws relating to safeguarding;
- Ensuring that SWAS takes a survivor-centric approach.

- 5.1.2. The **Board** of South West Academy of Sport has ultimate responsibility for the detection and prevention of child and vulnerable person abuse and is responsible for ensuring that appropriate and effective internal control systems are in place.

This is implemented by ensuring that appropriate policies and procedures along with an appropriate Child Protection Code of Conduct are in place and stay up to date with changes to the Child Youth and Families Act 2005 [Vic] and comply with best practice standards.

- 5.1.3. The **CEO** of South West Academy of Sport is responsible for:

- Dealing with and investigating reports of child and vulnerable person abuse;
- Ensuring that all staff, consultants, and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Ensuring that all adults within the South West Academy of Sport community are aware of their obligation to report suspected sexual abuse of a child or vulnerable person in accordance with these policies and procedures;
- Ensuring that all staff, consultants, coaches and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, consultants, coaches and volunteers in undertaking their child protection responsibilities.

- 5.1.4. All **Coaches / Managers** must ensure that they:

- Promote child and vulnerable person safety at all times;
- Assess the risk of child or vulnerable person abuse within their area of control and eradicate / minimise any risk to the extent possible;
- Educate assistant coaches / volunteers about the prevention and detection of child and vulnerable person abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

Management should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

- 5.1.5. All **staff / assistant coaches / volunteers / consultants** share in the responsibility for the prevention and detection of child and vulnerable person abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and South West Academy of Sport's policy and procedures in relation to child and vulnerable person protection, and comply with all requirements;
- Report any reasonable belief that a child's or vulnerable person's safety is at risk to the relevant authorities (such as the police and / or the state-based child protection service) and fulfil their obligations as mandatory reporters;
- Report any suspicion that a child's or vulnerable person's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person in the organisation); and
- Provide an environment that is supportive of all children's or vulnerable person's emotional and physical safety.

## 6. Application of Policy

### 6.1. Employment of New Personnel

South West Academy of Sport undertakes a comprehensive recruitment and screening process for all workers and volunteers which aims to:

- Promote and protect the safety of all children under the care of the organisation;
- Identify the safest and most suitable people who share the South West Academy of Sport's values and commitment to protect children; and
- Prevent a person from working at South West Academy of Sport if they pose a risk to children.

South West Academy of Sport requires all workers/volunteers to pass through the organisation's recruitment and screening processes prior to commencing their engagement.

South West Academy of Sport may require applicants to provide a police check, VIT registration, Working With Children Check in accordance with the law and as appropriate, before they commence working at South West Academy of Sport and during their time with South West Academy of Sport at regular intervals.

Once engaged, workers/volunteers must review and acknowledge their understanding of this Policy.

### 6.2 Risk Management

The way SWAS manages the risks of safeguarding will be:

- Holistic. SWAS and its stakeholders will work to prevent, detect and take action on incidents.
- Risk-based and proportionate. SWAS will regularly assess the risks to people in its operations and develop proportionate controls to mitigate those risks.
- Survivor-centric. SWAS will put survivors at the heart of its approach to safeguarding.
- Lawful. SWAS will ensure that it understands and complies with the law in everything it does, in all jurisdictions in which it works.

SWAS will manage the risk of safeguarding by:

- Having up-to-date and documented risk assessments;
- Maintaining a compliance register of SWAS legal obligations for safeguarding and workplace health and safety in all the jurisdictions in which it operates;
- Having an action plan that sets out how it will manage safeguarding;
- Adhering to this Policy and its Code of Conduct;
- Doing due diligence checks of staff, coaches, volunteers and third parties;
- Implementing policies, procedures and systems that introduce controls to reduce the likelihood and consequence of incidents;
- Conducting awareness-raising for stakeholders on risks, expectations, and individual responsibilities;
- Maintaining two reporting processes: the confidential reporting process, and the overt reporting process;
- Having an incident response plan;
- Monitoring and reviewing the effectiveness and proportionality of its safeguarding approach.



## 7. Reporting

Any staff member, coach, volunteer or consultant who has grounds to suspect abusive activity must immediately notify the appropriate child protection service or the police. They should also advise their supervisor about their concern.

### 7.1 Reporting Child Sexual Abuse

- 7.1.1. If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (of or over the age of 18 years), the person has a legal obligation to disclose that information to the Police as soon as it is practicable. Individuals who fail to comply with this obligation under the Crimes Act 1958 (Vic) may be subject to a penalty of 3 years imprisonment.
- 7.1.2. In situations where the supervisor is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision.
- 7.1.3. Supervisors must report complaints of suspected abusive behaviour or misconduct to the CEO and also to any external regulatory body such as the police.

### 7.2 Voluntary Reporters:

State	Legislation	Voluntary reporters	When must a report be made?	Who is a child?
Victoria	Child Youth and Families Act 2005 [Vic]	Any person	A voluntary reporter may make a report if the person has a significant concern for the well-being of a child.	A person under 17 years of age

### 7.3 Mandated Reporters:

State	Legislation	Mandated reporters	When must a report be made?	Who is a child?
Victoria	Child Youth and Families Act 2005 [Vic]	<ul style="list-style-type: none"> <li>- Registered medical practitioners, midwives &amp; registered nurses</li> <li>- Teachers registered or granted permission to teach under the Education, Training and Reform Act 2006</li> <li>- Principals</li> <li>- Police</li> </ul>	<p>A mandated reporter must make a report if;</p> <ul style="list-style-type: none"> <li>- They form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse</li> <li>- The parents cannot or will not protect the child; and</li> <li>- The belief is formed in the course of practising his/her profession of employment</li> </ul> <p>NB: Exceptions may apply</p>	A person under 18 years of age

## 7.4 Making a Report

State	Relevant Body		Contact details
Victoria	Department of Health & Human Services	West Division intake – rural and regional	1800 075 599
	After Hours and to report concerns about the immediate safety of a child:	Child Protection Crisis line	13 12 78
	Victoria Police – Sexual Offences and Child Abuse Investigation Team [SOCIT]	Western Victoria	[03] 5560 1333

## 8. Investigating

If the appropriate child or vulnerable person protection service or the police decide to investigate a report, all employees, coaches, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the CEO will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the CEO may decide to conduct such an investigation. All employees, coaches, contractors and volunteers must co-operate fully with the investigation. Any such investigation will be conducted according to the rules of natural justice.

The CEO will make every effort to keep any such investigation confidential; however, from time-to-time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the CEO shall coordinate the investigation with the appropriate investigators and/or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

## 9. Responding

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the organisation’s policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation’s policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

## 10. Privacy

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone’s safety. South West Academy of Sport will have safeguards and practices in place to ensure any personal information is protected based on the privacy and data retention policy.

Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

## 11. Further Information

For further information about the Child and Vulnerable People Safety Policy please contact the CEO.

## 12. Appendix 1 – Child Safety Code of Conduct

### **CHILD SAFETY CODE OF CONDUCT FOR DIRECTORS, EMPLOYEES, COACHES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE**

12.1. Directors, Management, coaches, staff, volunteers and contractors at South West Academy of Sport are considered Persons in Positions of Responsibility and Authority and are required to abide by this code of conduct.

12.1.1. Under the CEO, management will:

- Be responsible for the overall welfare and wellbeing of staff and volunteers;
- Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
- Nominate a Child Protection Officer (CEO) to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

12.1.2. All people involved in the care of children on behalf of SWAS will:

- Work towards the achievement of the aims and purposes of the organisation;
- Be responsible for relevant administration of programs and activities in their area;
- Maintain a duty of care towards others involved in these programs and activities;
- Establish and maintain a child-safe environment in the course of their work;
- Be fair, considerate and honest with others;
- Treat children, vulnerable and young people with respect and value their ideas and opinions;
- Act as positive role models in their conduct with children, vulnerable and young people.
- Be professional in their actions;
- Maintain strict impartiality;
- Comply with guidelines on physical contact with children and vulnerable people;
- Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
- Maintain a child-safe environment for children and young people;
- Operate within the policies and guidelines of SWAS and
- Contact the police if a child or vulnerable person is at immediate risk of abuse, phone 000.

12.1.3. No person shall:

- Shame, humiliate, oppress, belittle or degrade children, vulnerable or young people;
- Unlawfully discriminate against any child or vulnerable person;
- Engage in any activity with a child, vulnerable or young person that is likely to physically or emotionally harm them;
- Initiate unnecessary physical contact with a child, vulnerable or young person, or do things of a personal nature for them that they can do for themselves;
- Be alone with a child, vulnerable, or young person unnecessarily or for longer than is necessary;
- Develop a 'special' relationship with a specific child, vulnerable or young person for their own needs;
- Show favouritism through the provision of gifts or inappropriate attention;
- Arrange contact, including online contact, with children, vulnerable or young people outside of the organisation's programs and activities;
- Photograph or video a child, vulnerable or young person without the consent of the child and their parents or guardians;
- Work with children, vulnerable or young people while under the influence of alcohol or illegal drugs;
- Engage in open discussions of a mature or adult nature in the presence of children;
- Use inappropriate language in the presence of children or vulnerable people; or
- Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

## 12.2. What happens if you breach this Code of Conduct

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

## 13. Further Child safe and child friendly guidelines to prevent and manage risks of child abuse

### 13.1. Change Rooms

13.1.1. SWAS officials, regardless of gender, should only enter change rooms if accompanied by another adult. Prior to entering change rooms, officials should notify the people in the change room of their intended entrance. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

13.1.2. In addition, Persons in Positions of Responsibility and Authority need to ensure they;

- do not use the change room area unless they are also competing in an Academy event or training environment;
- provide adequate supervision in 'public' change rooms when they are used;
- provide the level of supervision required for preventing Child Abuse by members of the public or general misbehaviour, while also respecting a child's privacy; and
- athletes use the appropriate change room suitable to their gender identity.

### 13.2. Hotel rooms and other accommodation

13.2.1. No SWAS official should be alone in the room of an athlete without the presence of another adult.

13.2.2. Doors should always be open. Should it be necessary for an official to be alone in the room of an athlete, the SWAS CEO or other responsible SWAS official must be informed. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

13.2.3. Standards of conduct that must be observed by Persons in Positions of Responsibility and Authority during an overnight stay include but are not limited to:

- providing Children and Young People with privacy when bathing and dressing;
- observing appropriate dress standards when Children and Young People are present – such as no exposure to adult nudity;
- not allowing Children and Young People to be exposed to pornographic material, for example, through movies, television, the Internet or magazines;
- not leaving Children and Young People under the supervision or protection of unauthorised persons such as hotel staff or friends;
- not allowing sleeping arrangements that may compromise the safety of Children and Young People,
- the right of Children and Young People to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay

### 13.3. Travel – General

13.3.1. All SWAS officials over 18 years of age retain an overriding responsibility for the welfare of all athletes they accompany during travel. They must meet their 'duty of care' for athletes and avoid unaccompanied and unobserved activities with any SWAS athlete wherever possible. This requirement does not apply to parents/legal guardians when in a room with their child.

13.3.2. Children and Young People are to be transported by Persons in Positions of Responsibility and Authority (other than by their parent(s)/carer(s) only in circumstances that are directly related to the delivery of the Academy services, events, programs or activities, and only with established parental/carers consent.

13.3.3. Children and Young People must not be given casual lifts unrelated to the Academy services, events or activities by Persons in Positions of Responsibility and Authority.

## **13.4. Sexual misconduct and relationships**

- 13.4.1. Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, Children or Young People participating in any the Academy environment. Engaging in sexual behaviour while participating in the Academy services, events, programs or activities is prohibited even if the Children and Young Persons, or any other adult involved are above the legal age of consent.
- 13.4.2. Improper conduct of a sexual nature by an official towards an athlete includes any form of child sexual abuse as well as, but not limited to the following:
- inappropriate conversations of a sexual nature;
  - obscene language of a sexual nature;
  - suggestive remarks or actions;
  - jokes of a sexual nature;
  - obscene gestures;
  - unwarranted and inappropriate touching;
  - sexual exhibitionism;
  - use of any device to show/watch offensive material; and
  - any other action that could lead to an athlete being physically, emotionally or psychologically harmed.
- 13.4.3. If a participant attempts to initiate an intimate sexual relationship with a person of authority, it is the Person in a Position of Responsibility and Authority's responsibility to discourage the approach and to explain why such a relationship is not appropriate.

## **13.5. Adults under investigation**

Adults under investigation in relation to a matter involving child abuse, or any matter which has the potential to jeopardise their Working With Children Check (WWCC) status, may be prohibited from participating in SWAS activities.

## **13.6. Physical Contact**

- 13.6.1. Coaches must ensure that any physical contact with athletes when coaching is appropriate for the situation and necessary for the athlete's safety. It is strongly recommended that:
- coaches ensure that there are other adults present whenever coaching;
  - coaches take care to explain the procedure to the child prior to beginning any physical contact; and
  - coaches obtain consent from the athlete prior to beginning any physical contact.
- 13.6.2. Persons in Positions of Responsibility and Authority are required to report to a Senior Person any physical contact initiated by a Child or Young Person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child or Young Person, Persons in Positions of Responsibility and Authority and any other participants.

## 13.7. Positive guidance

Persons in Positions of Responsibility and Authority should use strategies that are fair, respectful and appropriate to the developmental stage of the Children and Young People involved. Children and Young People need to be provided with clear directions and given an opportunity to redirect any misbehaviour in a positive manner.

Language and tone of voice used in the presence of Children and Young People should:

- provide clear direction, boost their confidence, encourage or affirm them;
- not be harmful, derogatory, belittling or negative;
- not be discriminatory, racist or sexist;
- not be threatening or frightening;
- not be profane or sexual

## 13.8. Working With Children Check

13.8.1. All staff and volunteers involved in child-related work as part of their duties and roles with the South West Academy of Sport must;

- comply with the Working with Children Act 2005 (the Act).
- hold a current Working with Children Check [WWCC]
- provide evidence of their approved and valid WWCC to the South West Academy of Sport - Chief Executive Office prior to the commencement of their role

13.8.2. The Victorian Department of Justice administers WWCC and issues Assessment Notices. An Assessment Notice will remain valid for a period of five years however a person holding a valid positive Assessment Notice must notify the Department of Justice and the SWAS CEO in writing within the 7 days of a relevant change of circumstances as required in the Act.

13.8.3. Assessment Notices received from the Department of Justice are subject to the Privacy Principles in the Information Privacy Act 2000. They may be accessed only by staff whose primary purpose is administration of the activities of staff involved in child-related work.

13.8.4. The South West Academy of Sport will maintain a confidential current WWCC database of all SWAS personnel.

13.8.5. Responsibility for the implementation and compliance of WWCC is that of the SWAS CEO.

13.8.6. People who are exempt:

- People under the age of 18 years
- Parents who volunteer in activities that their child normally participates in
- People 'closely related' to each child they have contact with in their activity
- 18 or 19-year-old students volunteering in activities organised by their educational institution
- Visiting workers who do not usually live in Victoria, and do child-related work in Victoria for a period of up to 30 days and do not do any other child-related work in Victoria in the same calendar year.
- Visiting workers who do not usually live in Victoria and hold an equivalent interstate WWCC Check and do child-related work in Victoria for a period of up to 30 days in the same calendar year.
- Victorian, or Federal police officers who have not been suspended or dismissed
- Teachers currently registered with the Victorian Institute of Teaching.

## **13.9. Supervision of Children and Young People**

Persons in Positions of Responsibility and Authority responsible for supervising Children and Young People in relation to whom the academy have a direct role in providing activities, events, programs and services, must strive to ensure that those participants:

- engage positively within the delivery of the service, program, event or facility;
- behave appropriately toward one another; and
- are in a safe environment and are protected from external threats.

Persons in Positions of Responsibility and Authority are required to avoid unsupervised situations with Children and Young People to whom the Academy provides services, events, programs and/or activities and (where possible) to conduct all activities and/or discussions with participants in view of other Persons in Positions of Responsibility and Authority.

## **13.10. Use of electronic communications**

Other than between Children and Young People, wherever possible, social media messages (such as text, email, Facebook or Instagram) sent to a Child or Young Person by a Person in a Position of Responsibility and Authority should be copied to their parent or carer.

Where a parent is not included in the communication:

- Restrict such communication to issues directly associated with delivering the Academy services, activity or program, such as advising that a scheduled event (such as training) is cancelled.
- Limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature.
- Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
- Do not request a Child or Young Person to keep a communication a secret from their parents or carers.
- Do not communicate with Children or Young People using internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.

## **13.11. Photographs of Children and Young People**

13.11.1. Children and Young People to whom a service is delivered are to be photographed while involved in an Academy service, program, activity, event or facility only if:

- prior approval has been granted by their parents/guardian and by the Academy;
- the context is directly related to participation in The Academy;
- the Child or Young Person is appropriately dressed and posed; and
- the image is taken in the presence of other Persons in Positions of Responsibility and Authority.

13.11.2. Except in the case of Children and Young People and/or their parents/carers distributing photos of themselves or their own children to each other or to others, images are not to be distributed (including an attachment to an email) to anyone outside Persons in Positions of Responsibility and Authority other than the child photographed or their parent/carer, without knowledge and approval of a Senior Person.

13.11.3. Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others, for example:

- if in hard copy form, in a locked drawer or cabinet; or
- if in electronic form, in a 'password protected' folder.

13.11.4. Images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required.



13.11.5. Images are not to be exhibited on the Academy’s website without parental/carer knowledge and approval, or such images must be presented in a manner that de-identifies the Child or Young Person. Any caption or accompanying text may need to be checked so that it does not identify a Child or Young Person if such identification is potentially detrimental.

**13.12. Use, possession or supply of alcohol or drugs**

Whilst responsible for the welfare and safety of Children and Young People, Persons in Positions of Responsibility and Authority must not:

- use, possess or be under the influence of an illegal or illicit drug;
- use or be under the influence of alcohol;
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs; and
- supply alcohol or drugs (including tobacco) to Children and Young People.

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with a Person in Positions of Responsibility and Authority’s ability to care for Children and Young People involved in the Academy’s services, programs, events or activities.

*Please return the bottom portion of this page to the SWAS CEO by tearing along the dotted line, or alternatively scanning and emailing.*

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**14. Signed declaration by SWAS Person in Position of Responsibility and Authority**

I, the undersigned, have read the SWAS Child and Vulnerable People Policy and subsequent Child Safety Code of Conduct. I agree to adhere to all aspects of the aforementioned documents.

Full Name: .....

Position Held in SWAS: .....

Signature: .....

Date: .....

**SWAS Office Use Only**

Date Declaration Received: .....

Working With Children Check supplied:  Yes  No

Working with Children Check expiry: .....