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Introduction:

Waverley Gymnastics Centre (WGC) is committed to promoting and protecting the interests and safety of children. WGC has zero tolerance for child abuse. Everyone working at WGC is responsible for the care and protection of children and reporting information about child abuse. Relevant Victorian legislation such as the *Children, Youth and Families Act 2005* and offences contained in the *Crimes Act 1958*.

Offence for failure to disclose child sexual abuse came into effect on 27 October 2014. The offence requires that any adult who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child (aged under 16) disclose that information to police. The offence applies to all adults in Victoria, not just professionals who work with children, unless they have a reasonable excuse.

Crimes Act 1958 (Vic) The Crimes Act was amended to include three new child safety offences. These include offences for:

- Grooming (maximum penalty of 10 years imprisonment);
- Failing to protect a child from becoming a victim to a sexual offence (maximum penalty of five years imprisonment); and
- Failing to report (to the police) a reasonable belief that a sexual offence has been committed against a child (maximum penalty of three years imprisonment).

Child Wellbeing and Safety Amendment Act 2015 (Vic)

The Victorian Government amended existing legislation to empower the Minister for Children and Early Childhood Development to ensure that ‘applicable entities’ adhere to standards to promote child safety, prevent child abuse and properly respond to allegations.

This power is far-reaching, and applies to nearly all not-for-profits (and some for-profit organisations), including those in the following sectors:

- Education;
- Disability;
- Religious bodies;
- Housing services;
- Residential facilities of boarding schools;
- Coaching or tuition services;
- Counselling services;
- Cultural, sport or recreation groups / clubs / associations;
- Camps;
- Beauty competitions;
- Photography businesses;
- Babysitting services;
- Commercially or publicly funded transport services;
- Entertainment or party services;
- Care services (i.e. family day care, long day care, preschool & kindergartens);
- Children’s services;
- Maternal and health care service providers;
- Mental health care services;
- Drug or alcohol treatment facilities;
- Family violence or sexual assault services;
- Support services for parents and families;

- Youth services; and
- Local councils.

The amendments mandate that these organisations captured by this legislation must have in place:

1. Strategies to embed an organisational culture of child safety, including effective leadership arrangements;
2. A child-safe policy or statement of commitment to child safety;
3. A code of conduct that establishes clear expectations for appropriate behaviour with children;
4. Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel;
5. Processes for responding to and reporting suspected child abuse;
6. Strategies to identify and reduce or remove risks of child abuse; and
7. Strategies to promote the participation and empowerment of children. These obligations come into effect in two phases, applying to most Victorian not-for- profits from January 1, 2016.

Further information is available here:

<http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/new-criminal-offences-to-improve-responses-to-child-sexual-abuse>

Purpose:

The purpose of this policy is:

- **To prevent child abuse occurring within WGC.**
- **To work towards an organisational culture of child safety.**
- **To prevent child abuse within WGC.**
- **To ensure that all parties are aware of their responsibilities of identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.**
- **To provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.**
- **To provide a clear statement to staff/volunteers/ contractors forbidding any such abuse.**
- **To provide assurance that any and all suspected abuse will be reported and fully investigated.**

Policy:

WGC is committed to promoting and protecting at all times the best interests of children involved in its programs.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

WGC has zero tolerance for child abuse. Everyone working at WGC is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between the WGC directors, employees, workers, contractors, associates, and members of the WGC community.

WGC will consider the opinions of children and use their opinions to develop child protection policies.

WGC supports and respects all children, staff and volunteers. WGC is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

If any person believes a child is in immediate risk of harm, telephone 000.

Procedures:

Responsibilities

The **Director, coaches, administration and committee** of WGC have ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Committee is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place.

The WGC **Director** is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Ensuring that all adults within the WGC community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and / or the state- based child protection service) and fulfill their obligations as mandatory reporters;
- Report any suspicion that a child'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 emotional and physical safety.

All **managers/senior staff** must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible;
- Educate employees about the prevention and detection of child abuse; and
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- 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.

All **staff/volunteers/contractors** share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and WGC's policy and procedures in relation to child protection, and comply with all requirements;

The **Committee** will ensure that:

- There is a member on the committee that has completed the child wise course in child protection.
- Each member on the committee will have a current working with children's check which will be sighted on initiation and post every new check.
- This policy is reviewed annually and will remain in keeping with recommendations from Child Wise.
- Not all of the committee will be aware of every child protection matter within WGC, however the Child Protection Officer and in their absence (or if deemed inappropriate) the appointed President will be notified of any matters. This can be overruled under the documented advisement of child wise and/or by law.
- The child protection officer will keep a confidential folder of all events outlining steps taken and conclusion of reported matters.

Definitions (as per Child Wise):

Child means a person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.

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 (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

Child sexual assault is any act, which exposes a child to, or involves a child 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 child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

Reasonable grounds for belief is a belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- The child is in need of protection,
- The child has suffered or is likely to suffer “significant harm as a result of physical injury”,
- The parents are unable or unwilling to protect the child.

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

A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a ‘reasonable belief’ might be formed if:

- *A child states that they have been physically or sexually abused;*
- *A child 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 states that the child has been physically or sexually abused;*
- *Professional observations of the child’s behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or*
- *Signs of abuse lead to a belief that the child has been physically or sexually abused.*

Employment of New Personnel:

WGC 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 WGC’s values and commitment to protect children; and
- Prevent a person from working at WGC if they pose a risk to children.
- Require all workers/ volunteers to pass through the organisation’s recruitment and screening processes prior to commencing their engagement with WGC.
- Require applicants to provide a police check in accordance with the law and hold a current working with children’s check, before they commence working at WGC and during their time with WGC at regular intervals.
- Undertake thorough reference checks as per the approved internal procedure. ^[SEP]Once engaged, workers/volunteers must review and acknowledge their understanding of, and compliance with, this Policy.

Risk Management:

WGC has a risk and compliance check to identify and manage risks at Waverley Gymnastics Centre. WGC will ensure that child safety is a part of its overall risk management approach. Risk and compliance checks will involve any child protection risks through continual and incidental review.

Reporting:

Any staff member, volunteer or contractor who has grounds to suspect abusive activity must immediately advise their supervisor of their concern, the director of WGC, the child protection officer, appropriate child protection service or the police.

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.

Supervisors must report complaints of suspected abusive behaviours or misconduct to the director or child protection officer and also to any external regulatory body such as the police.

Examples as supplied by Child Wise can be used as a guide:

Example of immediate danger: A father has picked child up from school and the school is aware that he is not authorised to do so because of a history of abuse. The school must contact the police.

Example of non-immediate danger: A child has been acting up in school and the school is aware that his parents have broken up and that there is a history of domestic violence against the mother – in this case action must be taken but it would be more appropriate to raise the concerns with the relevant body than to call the police emergency line.

Mandatory Reporting:

Section 182 of the *Children, Youth and Families Act 2005* contains a list of all the people who must make a report to child protection.

VIC	<i>Children, Youth and Families Act 2005 (Vic)</i>	<ul style="list-style-type: none"> Registered medical practitioners, midwives and registered nurses Teachers registered or granted permission to teach under the Education, Training and Reform Act 2006 Principals Police 	<p>A mandated reporter must make a report if:</p> <ul style="list-style-type: none"> They form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse; The parents cannot or will not protect the child; and The belief is formed in the course of practising his/her position of employment. <p>NB: exceptions may apply.</p>	<p>A person under 17 years old</p>
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Voluntary Reporting:

VIC	<i>Children, Youth and Families Act 2005 (VIC)</i>	Any person	<p>A voluntary reporter may make a report if the person has a significant concern for the wellbeing of a child.</p>	<p>A person under 17 years old</p>
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VIC	Department of Health and Human Services	
	During business hours – contact the appropriate local government area:	
	Northern and western suburbs	1300 664 977
	Eastern suburbs	1300 360 391
	Southern suburbs	1300 655 795
	South-western rural and regional	1800 075 599
	Western rural and regional	1800 000 551
	North-western rural and regional	1800 675 598
	North-eastern rural and regional	1800 650 227
	Eastern and south-eastern rural and regional	1800 020 202
	After hours and to report concerns about the immediate safety of a child:	
	Child Protection Crisis Line (24 hours)	13 12 78
	Victoria Police - Sexual Offences and Child Abuse Investigation Team (SOCIT)	
	Contact the appropriate local office:	
North-West Metropolitan	(03) 8690 4056	
Southern Metropolitan	(03) 9556 6128	
Western Victoria	(03) 5448 1420	
Eastern Victoria	(03) 5820 5878	

Investigating:

If the appropriate child protection service or the police decide to conduct an investigation of this report, all WGC employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the external authorities decide to conduct an investigation, the WGC director or delegate 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 director or child protection officer may decide to conduct such an investigation. All employees, contractors and volunteers are required to fully co-operate with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The director or child protection officer 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 director or child protection officer 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.

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.

Privacy:

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. WGC will have safeguards and practices in place to ensure any personal information is protected.

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.

Review:

No less than every two years, and following every reportable incident, a review shall be conducted to assess whether the organisation's child protection policies or procedures require modification to better protect the children under the organisation's care. This will be completed by the child protection officer and submitted for approval by the WGC Committee.

Related Documents:

- Risk Management Policy
- Staff Recruitment Policy
- This policy must be read in conjunction with:
 - The law of the Commonwealth or of the relevant state or territory;
 - The organisation's Code of Conduct;
 - Termination of Employment Policy and Misconduct Procedures.

Code of conduct for employees, volunteers and contractors working with children and young people:

Management, staff, volunteers and contractors at WGC are required to abide by this Code.

Under the Director, 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 to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

All people involved in the care of children on behalf of WGC will:

1. Work towards the achievement of the aims and purposes of the organisation;
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people;

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8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with children;
11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for children and young people;
13. Operate within the policies and guidelines of [Name of Organisation]; and
14. Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

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

What happens if an individual breaches this Code of Conduct:

If an employee, volunteer or member breaches this Code of Conduct s/he will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

<http://www.workingwithchildren.vic.gov.au>

Extract taken from Child Protection Standards 2016

Child Protection checklist for managers:

Item	Checklist for managers	Yes/No	Where to go for help
10	Child Protection and Code of Conduct Policy:		

1	Do you understand the current social and legal context in your state and nationally concerning child protection?		See Part Three of the Child Protection toolkit
2	Does your organisation comply with Victorian child-protection laws? (Note: while not applying to other states/territories, the Victorian laws set a good benchmark for organisations in all states and territories.)		See Part Three of the Child Protection toolkit
3	Are you aware of the relevant child protection bodies operating in your state or territory?		See Part Six of the Child Protection toolkit
4	Are you aware of the laws that apply in your state that protect people who make reports about suspected child abuse or neglect?		See Part Four of the Child Protection toolkit
5	Has your organisation made a clear public statement about its attitude to prevention of and response to child abuse?		See Part Four of the Child Protection toolkit
6	Does your organisation have a child-safe policy, and does it include:		Child protection policy
	a. A statement expressing the organisation's commitment to child safety;		
	b. A definition of what constitutes child abuse;		
	c. Procedures and decision-making processes that surround the organisation's interactions and involvement with children;		
	d. An outline of your organisation's recruitment and supervision processes;		
	e. Processes for identifying and managing child abuse risks;		
	f. Processes for reporting and handling child abuse concerns and complaints;		
	g. Processes for managing communication about suspected or actual child abuse, both internally and externally;		Child protection policy

6	h. A description of the roles and responsibilities of personnel involved in protecting children, including the duty of care of the board, management, staff and volunteers;		
	i. A statement setting out the organisation's commitment to the cultural safety of culturally and/or linguistically diverse children (including Aboriginal children);		
	j. A statement setting out the organisation's commitment to the safety of children with a disability; and		
	k. Information about how the policy is implemented, governed and reviewed?		
7	Does your organisation have a code of conduct that establishes clear expectations of appropriate behaviour with children, and does it include:		Code of conduct in child protection policy
	a. Clear and specific standards of conduct for working with children in different situations relevant to the organisation;		
	b. Clear expectations of appropriate relationships with children for staff, volunteers and families (e.g. when it is appropriate for there to be physical contact, social media boundaries, etc.);		
	c. Instructions on how adults should respond to any risks adults may pose to children, or that children may pose to each other;		
	d. Guidance about how to deal with conduct that is not consistent with any applicable legislation or code;		
	e. Recognition of the needs of children from culturally and/or linguistically diverse backgrounds; and		
	f. Recognition of the needs of children with ^{SEP} a disability and appropriate behaviour and relationships for personnel and children (e.g. appropriate ways to physically and emotionally assist a child with a disability).		
8	Are your policies, procedures, code of conduct and		

	other documents relating to child safety:		
	a. Written in plain English?		
	b. Publicly available?		
9	Have all relevant staff/volunteers received training in your organisation's child-safe policies and procedures?		Moore's can provide training tailored to your organisation's needs
10	Does your organisation's recruitment practices include, at a minimum:		See Part five of the Child Protection toolkit
	a. A documented process for recruitment that applies to all voluntary and paid roles?		
	b. Analysis of each role (prior to recruitment) to ensure an understanding of its child-safety risk context?		
	c. Inclusion of a child-safe statement in job advertisements and job descriptions?		
	d. Provision to all short-listed applicants a copy of your organisation's child protection policy and code of conduct?		
	e. Structured interviews that include questions designed to elicit information about the candidate's values, attitudes, aptitudes and work history?		
	f. An interview panel that includes at least one person with a knowledge of the dynamics of child abuse?		

	g. At least two verbal reference checks with employers who have directly supervised the selected candidate?		
	h. Google/internet checks of any shortlisted candidate?		
	i. A working with children/police check relevant to the scheme operating in your state/s or territory?		
11	Have employee and volunteer induction materials been reviewed to ensure they comply with new child-protection laws?		See Part Three of the Child Protection toolkit
12	Does the organisation have a system in place to ensure knowledge of and compliance with its policies and procedures?		See Part four of the Child Protection toolkit
13	Does the organisation have an effective internal policy and procedure for managing complaints, unsatisfactory performance and misconduct?		Child protection policy
14	Are staff/volunteers aware of mandatory reporting requirements applying to them?		See Part Six of the Child Protection toolkit
15	Have staff and volunteers received training in relation to their privacy and confidentiality obligations?		Moore's can provide training tailored to your organisation's needs
16	Does your organisation make available to children age-appropriate information about what might constitute inappropriate behaviour towards them?		See Part four of the Child Protection toolkit

17	Do children under your organisation's care know who they can talk with if they are worried or feeling unsafe?		See Part four of the Child Protection toolkit
18	Does your organisation have a culture that supports the reporting of suspicions or allegations of child abuse to managers, police and other relevant authorities?		See Part four of the Child Protection toolkit
19	Does your organisation encourage open communication with families and carers?		See Part four of the Child Protection toolkit
20	Is information regarding how to make a complaint about the organisation or an employee of the organisation available to community members, including parents?		
21	Does your organisation have a stated commitment to acting immediately in relation to any reports of child abuse?		Child protection policy
22	Does your organisation have processes in place to ensure an immediate and appropriate response to suspected or actual child abuse or neglect?		Child Protection policy
23	Are all staff/volunteers clear to whom any reports of suspect or actual child abuse or neglect should be made, and by what methods?		See Part six of the Child Protection toolkit
24	Are children within your organisation's care given the opportunity to contribute to the development of		See Part four of the Child Protection toolkit

	child-protection policies and procedures?		
25	Does your organisation regularly (at least annually) review its child protection policies, procedures and practices?		See Part four of the Child Protection toolkit
26	Do you have in place strategies for ensuring you stay up to date with legal and other developments in this area?		See Part four of the Child Protection toolkit

Child Protection checklist for Staff/Volunteers:

1	Are you aware of the warning signs of a potential child abuser?		
2	Do you know what grooming is, and what some of the signs of grooming might be?		See Part four of the Child Protection toolkit
3	Do you believe children in your organisation feel able to speak up about any concerns they may have about adult behaviour?		See Part Six of the Child Protection toolkit
4	Do you know to whom any reports of suspected or actual child abuse or neglect should be made, and by what methods?		See Part Six of the Child Protection toolkit
5	Are you aware of any mandatory reporting requirements that apply to you if you suspect child abuse.		See Part Six of the Child Protection toolkit
6	Would you feel confident and comfortable to disclose to management any child safety concerns you might have?		
7	Are you aware of your obligations to children and their parents/carers regarding privacy and confidentiality?		Moore's can provide training tailored to your organisation's needs –

8	Are you aware of what to do and who to contact if you receive a report of suspected child abuse or neglect?		See Part Seven of the Child Protection toolkit

WAVERLEY GYMNASTICS CENTRE – CODES OF CONDUCT

GYMNASTS CODE OF CONDUCT

- Consider and accept the consequences of one's actions and decisions.
- Be a positive role model by displaying self control, respect, care and diligence towards your teammates, coaches and all involved in our sport.
- Refrain from any form of discrimination, harassment, bullying, abuse, child abuse, intimidation, victimisation or vilification of others, including on the basis of age, race, gender, disability, sexuality, gender identity or religion.
- Abide by all Waverley Gymnastics Centre, Gymnastics Victoria and Gymnastics Australia codes of conduct, codes of ethics, rules and policies.
- Treat everyone in our sport in a considerate, respectful, objective and courteous manner with a proper regard for their rights, dignity and worth.
- Do not engage in any filming, recording, photography or use of mobile phones in change-rooms at WGC or any gymnastics event.
- Play by the rules.
- Work equally hard for yourself and for your team.
- Be a good sport. Acknowledge all good skills or routines whether they be by your teammates or from other clubs.
- Treat all other gymnasts as you would like to be treated. Do not interfere with, bully or take unfair advantage of another gymnast.
- Co-operate with your coach, team-mates and opponents. Without them there would be no competition.
- Never stand up to receive a medal before your name is called, even if you know you will receive it.
- Do not criticise judges or officials – they are there for your benefit.
- Accept all scores and decisions with good grace and sportsmanship.
- Train for yourself and for the “fun of it” and not just to please parents or coaches.
- Do not use derogatory language based on gender, race or disability.
- Be prepared that you can't always win. Be a fair winner and have good sportsmanship if you don't.
- Do not touch or use other people's property at the club or at any gymnastics events without permission.
- Accept all decisions regarding team selection and competitions with good grace and sportsmanship.
- Give it a “go” – many gymnastics skills are scary when you first learn them. Trust your coach and give them a try!
- Show respect to your teammates, WGC staff, and all other gymnasts.
- Always do everything you have been asked to the best of your ability, and always speak and act respectfully.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Be aware of what is written in the coaches, parents, judges and chaperones codes of conduct so that you know what appropriate behaviour from these adults is, and speak to another adult if you feel the behaviour is inappropriate.
- WGC is a smoke free organisation and requires all club members and visitors to maintain a 10 metre radius smoke free environment.
- No alcohol to be brought onto the premises, or consumed on team trips.

PARENTS CODE OF CONDUCT

- Be a positive role model by displaying self control, respect, care and diligence towards your daughter's coaches, teammates, parents and all involved in our sport.
- Ensure all communication (written and verbal) is done with respect, care and self control.
- Refrain from any form of discrimination, harassment, bullying, abuse, child abuse, intimidation, victimisation or vilification of others, including on the basis of age, race, gender, disability, sexuality, gender identity or religion.
- Abide by all Waverley Gymnastics Centre, Gymnastics Victoria and Gymnastics Australia codes of conduct, codes of ethics, rules and policies.
- Treat everyone involved in our sport in a considerate, respectful, objective and courteous manner with a proper regard for their rights, dignity and worth.
- Focus on ensuring your child is enjoying the sport, and do not focus on results.
- Teach children that an honest effort is as important as victory, so that the result of each competition is accepted without undue disappointment.
- Encourage children to always play by the rules and decision of Officials and Judges.
- Do not criticise children in front of others, but reserve constructive criticism for more private moments – but leave any performance criticism to your coach!
- Children are involved in sport for their enjoyment, not yours.
- A child learns best by example. Applaud good skills and routines by all teams & congratulate all gymnasts, regardless of the outcome.
- Accept decisions of judges as being fair & called to the best of their ability. Do not raise issues of disagreement publicly.
- Set a good example by your conduct, behaviour and appearance.
- Don't use derogatory language based on gender, race or impairment.
- Do not criticise coaches or gymnasts (particularly in the foyer). – if you have a concern, make a time to see your coach or club coordinator.
- Never scold a child for making a mistake. Be positive.
- For serious issues or questions (such as gymnast behaviour/training concerns or team selection) please ensure any discussion with coaches is done in a private place (not the foyer).
- Encourage children to participate if they are interested. If they are not, don't force them.

- Show respect for your team's opponents, do not criticise them, without them, there would be no competition.
- Do not criticise coaches, gymnasts or judges during competitions – be an ambassador for our club.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- If you have a concern, speak with your coach or administration staff, do not share your frustrations on social media.
- Encourage your child to speak to the coach if they have a question or concern, do not let them share their concerns on social media.
- Do not raise your voice or speak rudely to any member of the WGC staff – particularly when on club premises or at any gymnastics event and never in front of other parents or gymnasts. Make a time to meet & discuss it calmly.
- Respect the Rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Respect the club's policy of not watching training (except during open weeks) to allow your daughters independence to flourish and give her the best chance of success in the sport.
- WGC is a smoke free organisation and requires all club members and visitors to maintain a 10 meter radius smoke free environment.
- If you have a question, concern or complaint follow appropriate channels as per the WGC questions, concerns and complaints procedure.

COACHES CODE OF CONDUCT

- Be a positive role model by displaying self control, respect, care and diligence towards your athletes, teammates, parents and all involved in our sport.
- Provide a safe, welcoming and inclusive environment that places health, welfare and wellbeing of participants above all else.
- Comply with all Waverley Gymnastics Centre, Gymnastics Victoria, Gymnastics Australia and Victorian child safety standards.
- Abide by all Waverley Gymnastics Centre, Gymnastics Victoria and Gymnastics Australia codes of conduct, codes of ethics, rules and policies.
- Take all reasonable steps to ensure equipment, facilities and programs meet health and safety standards, and are appropriate to the age and ability of participants.
- Be aware of and support policies and practices in relation to injury management, return to play and child safe standards.
- Report any safety issues to the appropriate authorities.
- Treat everyone involved in our sport in a considerate, respectful, objective and courteous manner with a proper regard for their rights, dignity and worth.
- Refrain from any form of discrimination, harassment, bullying, abuse, child abuse, intimidation, victimisation or vilification of others, including on the basis of age, race, gender, disability, sexuality, gender identity or religion.
- If travelling with a team, there is to be no consumption of alcohol in front of athletes, and no smoking in front of athletes or at the team hotel.
- Be reasonable in your demands on young gymnasts' time, energy and enthusiasm.
- Provide a positive environment for gymnasts, fellow coaches and colleagues when at WGC by using positive verbal and body language as much as you can.
- Remember that children participate for fun and enjoyment, and that winning is only part of their motivation.
- Never ridicule children for making mistakes or losing.
- Focus on what gymnasts can control at competitions like their skill technique and do not focus on scores and results.
- The scheduling/length of practice times should take into consideration the maturity level of gymnasts.
- Report to management and document any conversations with gymnast or parents that involve a child protection concern.
- Do not use belittling language to your gymnasts or fellow colleagues.
- Follow the advice of a physician when determining when an injured gymnast is ready to recommence training.
- Be aware of the role of the coach as an educator. As well as imparting knowledge and skills, promote desirable personal and social behaviours.
- Keep up to date with the changes in rules and regulations within gymnastics.
- Do your best to allow children to reach their full potential in the sport of gymnastics.
- Ensure all gymnasts are receiving equal attention and opportunities.
- Do not spend time alone with a child, ensure there are always other children or other adults present.
- Any physical contact with a young person should be appropriate and necessary for the gymnasts skill development or safety.
- Raise all concerns, or problems with your immediate manager.
- Make sure all allegations or suspicions of abuse are recorded and acted upon by letting one of the WGC child protection officers know immediately.
- Conduct yourself in a manner consistent with your position as a positive role model for children and as a representative of WGC.
- For serious issues concerning a gymnast (such as behaviour/training concerns or team selection) ensure any discussion with parents takes place in a private place (not the foyer).
- Follow WGC's policies and guidelines around the safety of children as outlined in WGC's Child Protection policy.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, culture or religion.
- WGC is a smoke free organisation and requires all club members and visitors to maintain a 10 meter radius smoke free environment.
- No videoing or taking pictures on your personal phone in the gyms or change rooms and only on the podium at competitions.

ADMINISTRATORS CODE OF CONDUCT

- Provide a safe, welcoming and inclusive environment that places health, welfare and wellbeing of participants above all else.
- Comply with all Waverley Gymnastics Centre, Gymnastics Victoria, Gymnastics Australia and Victorian child safety standards.
- Take all reasonable steps to ensure equipment, facilities and programs meet health and safety standards, and are appropriate to the age and ability of participants.
- Be aware of and support policies and practices in relation to injury management, return to play and child safe standards.
- Abide by all Waverley Gymnastics Centre, Gymnastics Victoria and Gymnastics Australia codes of conduct, codes of ethics, rules and policies.
- Refrain from any form of discrimination, harassment, bullying, abuse, child abuse, intimidation, victimisation or vilification of others, including on the basis of age, race, gender, disability, sexuality, gender identity or religion.
- Treat everyone involved in our sport in a considerate, respectful, objective and courteous manner with a proper regard for their rights, dignity and worth.
- Report any safety issues to the appropriate authorities.
- Ensure that one coach is not left in the gym with children by themselves.
- Encourage laughter and a sense of humour!
- Try to provide opportunities for participation in gymnastics to all children, regardless of ability, size, shape, gender, disability or ethnic origin wherever possible.
- WGC is a smoke free organisation and requires all club members and visitors to maintain a 10 meter radius smoke free environment.
- Equipment and facilities must be safe and appropriate for the ability level of participating children.
- Rules, equipment, length of competitions and training schedules should take into consideration the age, ability and maturity level of participating children.
- Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate sports behaviour and skills.
- Remember that children participate for enjoyment.
- Provide clinics aimed at improving the standards of coaching and officiating, with an emphasis on appropriate sports behaviour and skills.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary and likely police action.
- Distribute codes of conduct brochures to spectators, officials, parents, coaches and gymnasts.
- Promote education and learning amongst staff and create learning opportunities for all staff.
- Respect the Rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Involve young people in planning, leadership, evaluation and decision making related to the activity where possible.
- Ensure all club rules, policies and information are communicated appropriately to parents utilizing email, parent noticeboard and website where possible.
- If travelling with a team, there is to be no consumption of alcohol in front of athletes, and no smoking in front of athletes or at the team hotel.

COMMITTEE CODE OF CONDUCT

- Understand that as a Committee member you have a responsibility to other Committee members, the moral owners of the organisation, and to the employees, volunteers and members of WGC.
- Attend Committee meetings regularly and consider that missing three consecutive meetings without Committee approval serves as automatic resignation.
- Be prepared for the Committee meetings and ensure all policies scheduled for review have been reviewed carefully.
- Become familiar with the policies of WGC.
- Guide and promote members to follow the WGC policies and communication pathways.
- Make informed decisions and then support all decisions once they have been fully discussed and resolved by the Committee.
- Show respect for others and their opinions and respect the right of others to disagree.
- Actively discipline myself and other members of the WGC Committee by identifying Committee actions and conditions that run counter to WGC policies.
- Observe the highest standards of ethics, probity and professional conduct at all times. Ethical behaviours is not simply compliance with the prevailing legal requirements, it extends to honesty, equity, integrity and social responsibility in all dealings. It is behaviour that holds up to disclosure and to public scrutiny.
- Conduct yourself in a manner consistent with the good reputation of WGC and refrain from any conduct which might bring discredit to WGC or the sport of gymnastics.
- Understand that the operational running of the club is the responsibility of the WGC Director and ensure that communication with staff occurs through or in conjunction with the WGC Director.
- Act in the best interests of the whole organisation.
- Do not allow personal interests, or the interests of any associated person or organisation to conflict with the interests of WGC.
- Disclose any personal interest or potential conflicts of interest.
- Do not bring personal issues to the Committee, instead follow the communication pathways set for all members.
- Confidential information received in the course of the exercise of duties remains the property of WGC and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the person from whom the information is provided, or is required by law.

- Do not make improper use of information acquired as a Committee Member and respect the confidentiality of the Committee debate and deliberation. Do not disclose information gained from Committee privilege until such information has been officially distributed.
- Provide a safe, welcoming and inclusive environment that places health, welfare and wellbeing of participants above all else.
- Abide by all Waverley Gymnastics Centre, Gymnastics Victoria and Gymnastics Australia codes of conduct, codes of ethics, rules and policies.
- Refrain from any form of discrimination, harassment, bullying, abuse, child abuse, intimidation, victimisation or vilification of others, including on the basis of age, race, gender, disability, sexuality, gender identity or religion.
- Treat everyone involved in our sport in a considerate, respectful, objective and courteous manner with a proper regard for their rights, dignity and worth.
- Respect the Rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

CHAPERONES CODE OF CONDUCT

- Abide by all Waverley Gymnastics Centre, Gymnastics Victoria and Gymnastics Australia codes of conduct, codes of ethics, rules and policies.
- WGC is a smoke free organisation and requires all club members and visitors to maintain a 10 meter radius smoke free environment.
- If travelling with a team, there is to be no consumption of alcohol in front of athletes, and no smoking in front of athletes or at the team hotel.
- Be reasonable in your demands on young gymnasts' time, energy and enthusiasm.
- Remember that children participate for fun & enjoyment and that winning is only part of their motivation. Never ridicule children for making mistakes or losing.
- Ensure that accommodation & facilities meet safety standards and are appropriate for the age of gymnasts.
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.
- Ensure that the time gymnasts spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Any physical contact with a young person should be appropriate and necessary for the gymnasts safety or preparation (i.e. putting up hair for a competition).
- Raise all concerns, or problems with your trip manager.
- Make sure all allegations or suspicions of abuse are recorded and acted upon.
- Conduct yourself in a manner consistent with your position as a positive role model for children and as a representative of WGC.
- Do not engage in rough physical games including horseplay.
- Do not hold, kiss, cuddle or touch children in an inappropriate and/or culturally insensitive way.
- Do not make sexually suggestive comments to a child (even as a joke).
- Do not do things of a personal nature that a child can do for themselves such as going to the toilet or changing clothes.
- Do not spend time alone with a child, ensure there are always other children or other adults present.
- Within your role as a chaperone do not take a child to your home, or encourage meetings outside the program activity.
- Follow WGC's policies and guidelines around the safety of children as outlined in WGC's Child Protection policy.
- Respect the Rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

JUDGES CODE OF CONDUCT

- WGC is a smoke free organisation and requires all club members and visitors to maintain a 10 meter radius smoke free environment.
- Interpret rules and regulations fairly and to the best of your abilities.
- Be consistent, objective and courteous in calling all violations.
- Publicly encourage rule changes which will reinforce the principles of participation for fun and enjoyment.
- Actions speak louder than words. Ensure that both on and off the gym your behaviour is consistent with the principles of good sportsmanship.
- Make a personal commitment to keep yourself informed of any new or changing judging requirements and the principles of growth and development of children.
- Help the education process in gymnastics. Judges can help gymnasts and coaches maximise gymnasts potential by ensuring requirements are understood, and by encouraging good sportsmanship.
- Adhere to all judging rules and remember you are representing Waverley at every event you attend, set a standard for yourself.
- Be appropriately dressed at all competitions.
- Attend all workshops appropriate to your level.
- If travelling with a team, there is to be no consumption of alcohol in front of athletes, and no smoking in front of athletes or at the team hotel.
- Treat everyone involved in our sport in a considerate, respectful, objective and courteous manner with a proper regard for their rights, dignity and worth.

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- Refrain from any form of discrimination, harassment, bullying, abuse, child abuse, intimidation, victimisation or vilification of others, including on the basis of age, race, gender, disability, sexuality, gender identity or religion.
- Abide by all Waverley Gymnastics Centre, Gymnastics Victoria and Gymnastics Australia codes of conduct, codes of ethics, rules and policies.
- Provide a positive environment for gymnasts, fellow coaches and colleagues when at WGC by using positive verbal and body language as much as you can.
- Report to management and document any conversations with gymnast or parents that involve a child protection concern.
- Do not spend time alone with a child, ensure there are always other children or other adults present.

SPECTATORS CODE OF CONDUCT

- Remember children play sport for fun. They are not participating for the entertainment of spectators.
- Applaud good performances from each team. Congratulate all gymnasts regardless of outcome.
- Respect the judges decisions and scores.
- Never ridicule or scold a gymnast for making a mistake during competition. Be positive.
- Condemn the use of violence in any form, be it by spectators, coaches or gymnasts.
- Show respect for your team's opponents, without them, there would be no competition.
- Encourage gymnasts to obey rules & decisions of officials.
- Do not use foul language nor harass gymnasts, coaches or officials.
- Avoid use of derogatory language based on gender, race or impairment.
- Do not criticise coaches, gymnasts or judges during events – be an ambassador for your club.
- WGC is a smoke free organisation and requires all club members and visitors to maintain a 10 meter radius smoke free environment.

The Process for Responding to Complaints, Allegations and Disclosures



