



# COMPANY POLICY

**TITLE: CHILD SAFE & CHILD FRIENDLY POLICY**

<p><b>Purpose</b></p>	<p><b>STATEMENT OF COMMITMENT</b>          South Coast Gymnastics Academy Gymnastics wants children and young people who participate in its activities to have a safe and happy experience. SCGA supports and respects children, young people, staff, volunteers and course participants. South Coast Gymnastics Academy considers that the health, safety and wellbeing of children takes priority over all other considerations, and that this is necessary to ensure the health safety and welfare of all members and to protect the image and reputation of the sport, our club and the NSWGym Association.</p>
<p><b>Policy</b></p>	<p><b>POLICY APPLICATION</b>          The Child Safe and Child Friendly Policy may be amended from time to time by SCGA Copies of the policy and its attachments can be obtained from our website at <a href="http://www.scga.com.au">www.scga.com.au</a>. This policy applies to the following, whether they are in a paid or voluntary capacity;</p> <ul style="list-style-type: none"> <li>• Employees and volunteers;</li> <li>• Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers);</li> <li>• Coaches and assistant coaches;</li> <li>• Athletes;</li> <li>• Judges and other officials;</li> <li>• Parents, guardians, spectators and sponsors to the full extent that is possible.</li> </ul> <p>This policy will continue to apply to a person even after they have stopped their association or employment with SCGA if disciplinary action, relating to an allegation of child abuse against that person, has commenced.</p> <p><b>RELATED DOCUMENTS</b>          Related documents include: SCGA Privacy Policy, which governs the collection and use of personal information; SCGA Health and Safety Policy; SCGA Member Protection Policy (including codes of</p>

behavior) which sets out the procedures where members have a grievance regarding discrimination, harassment, sexual harassment, child protection, or sexual relationships; SCGA Discipline Policy, which sets out procedures for disciplinary action where members are accused of misconduct and/or failing to comply with the rules of our Club; SCGA Grievance Policy, which establishes procedure for complaint handling; Photography – Acquiring and Displaying Images of Children Policy, which establishes guidelines for the appropriate acquisition and display of images of South Coast Gymnastics Academy Members. This list is not exhaustive and members should consult the SCGA website for other relevant information.

### **SUPPORT CHILD PARTICIPATION**

South Coast Gymnastics Academy supports the active participation of Children. It listens to Children's views, respects what they say and involves them when making decisions, where appropriate, and especially about matters that will directly affect them.

### **SUPPORT STAFF, VOLUNTEERS AND STUDENTS**

South Coast Gymnastics Academy promotes fairness and consideration for all staff, volunteers and students. For further details please see the SCGA Member Protection Policy and the SCGA Occupational Health and Safety Policy.

### **CHILD SAFE AND CHILD FRIENDLY GUIDELINES**

#### *Change Rooms*

Adults & 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 room of their intended entrance.

#### *Hotel rooms and other accommodation*

No official should be in the hotel room of an athlete under the age of eighteen without the presence of another adult.

#### *Travel*

General All team members over 18 years of age retain an overriding responsibility for the welfare of all athletes they accompany during team travel activities. They must maintain a 'duty of care' towards the athletes and they must avoid unaccompanied and unobserved activities with persons less than eighteen years of age, wherever possible.

Sexual Relationships while on Tour During all team travel activities officials must not, under any circumstances, engage in conduct of a sexual nature with an athlete. Improper conduct of a sexual nature by an official against an athlete includes sexual intercourse and any form of child sexual abuse (defined within the Member Protection Policy) 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; and any other action that could lead to an athlete being physically, emotionally or psychologically harmed. Please also

refer to the SCGA Sexual Relationships Policy which is contained within the SCGA member Protection Policy.

#### *Adults under investigation*

Adults under investigation on a matter relating to child abuse, or any matter which has the potential to render them a 'prohibited person' as defined within the Commission for Children and Young People ACT 1998 and the Child Protection (Prohibited Employment) Act 1998, will be prohibited, by SCGA from participating in Gymnastics activities.

#### *Coach Assistance "Spotting"*

Spotting is a necessary part of gymnastics that is required for the safety of the athletes. All coaches must ensure that all physical contact with athletes which occurs when 'spotting' is appropriate for the situation and necessary for the athlete's safety.

#### *BACKGROUND CHECKS*

The minimum standard for background checks of employees and volunteers of South Coast Gymnastics Academy and its members is the law as it applies in NSW. South Coast Gymnastics Academy and its members must comply with their legal obligations and statutory requirements at all times. In addition to satisfying legal obligations South Coast Gymnastics Academy require that all Staff provide a written statement signed by a duly authorised officer/owner of the club attesting to the fact that all persons 'working with children' have completed the working with children background check and that it has been forwarded to a registered screening agency. SCGA has the right to and will refuse any staff employment who have not complied with WWCC.

#### *POLICY BREACHES*

It is a breach of this policy for any person to which this policy applies, to have been found to have done anything contrary to this policy. All people that breach this policy are subject to either Member Protection Policy, or the SCGA Discipline Policy, whichever is relevant.

#### *CONCERNS OR COMPLAINTS*

If a person has a concern or complaint with respect to the conduct of a representative of South Coast Gymnastics Academy it should be made in accordance with the SCGA Grievance Policy or the SCGA Member Protection Policy, whichever is relevant. A copy of both policies may be found on the SCGA website.

#### *PROMOTION*

This policy will be made available to all members via the SCGA website at [www.scga.com.au](http://www.scga.com.au) and through the Staff & Parent handbooks or its equivalent publication. This policy will be communicated to all staff members annually.

#### *REVIEW*

	<p>To ensure its efficacy this policy will be reviewed by the SCGA Operational Team prior to the commencement of every calendar year.</p> <p><i>ADDITIONS OR AMENDMENTS</i></p> <p>In addition to the annual review of this policy, recommended changes to the policy may be submitted to the SCGA Operational Team for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant members &amp; staff.</p>
<b>Responsibility</b>	All Staff and Members

### ***POLICY VERSION AND REVISION INFORMATION***

Policy Authorised by: Liz Medway  
Title: Operational Team Manager

Original issue: 1/08/2008

Policy Maintained by: Liz Medway/Shelly McGregor  
Title: Operational Team Members

Current version: 13

**Approved:**

**Liz Medway**  
Operational Team Manager

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