

Child Safe Standards

CODE OF CONDUCT FOR DEALING WITH CHILDREN & YOUNG PEOPLE

We want Children and Young People (ATHLETES) in WestVic Academy of Sport to feel safe, included, encouraged and supported – essentially, to enjoy themselves so that they keep participating. To make sure that we create this environment, WestVic Academy of Sport’s **Code of Conduct for Dealing with Children & Young People (Code of Conduct ATHLETES)** requires everyone involved in the WestVic Academy of Sport to abide by certain behavioural standards when it comes to dealing with Children & Young People (ATHLETES). This table summarises those requirements. All behaviour towards ATHLETES should consider the needs and safety of:

- indigenous ATHLETES;
- ATHLETES from culturally and linguistically diverse backgrounds; and
- ATHLETES with a disability.

Code of Behaviour Requirement for dealing with WestVic Academy of Sport Athletes	
1	<p>Language and Tone of Voice:</p> <p>a) Should provide clear direction, encourage and affirm ATHLETES and boost their confidence.</p> <p>b) Should NOT be harmful – i.e., derogatory (e.g. “you’re a loser), threatening, frightening, profane, discriminatory, racist, sexual.</p>
2	<p>Adhering to professional role boundaries:</p> <p>a) Act only within the confines of your duties/role (e.g., if you’re a coach, just be a coach).</p> <p>b) Unless with <u>express consent</u> from a nominated Senior Person in the WestVic Academy of Sport do NOT:</p> <ul style="list-style-type: none"> i. Provide unauthorised transportation to ATHLETES. ii. Engage in activities or seek contact with ATHLETES outside of the WestVic Academy of Sport Programs or Events. iii. Involve yourself in ATHLETES in WestVic Academy of Sport’s Athletes private and/or family matters, <u>unless you reasonably believe or suspect that they are at risk of harm.</u> iv. Provide support to ATHLETES or their families that is unrelated to the WestVic Academy of Sport. v. Accept an invitation to attend any private social function at the request of ATHLETES or their family/carer in WestVic Academy of Sport (current or past) unless there was an existing social, personal or family relationship.

Code of Behaviour Requirement for dealing with WestVic Academy of Sport Athletes	
	If any of the above occur or you are made aware of a child requiring assistance outside the confines of your role, either contact their parent/guardian or seek advice from an appropriate the WestVic Academy of Sport Executive Officer.

3	<p>Sending electronic communications to ATHLETES (emails, texts and other direct messages):</p> <ul style="list-style-type: none"> a) <u>Must only communicate</u> with ATHLETES via WVAS approved communication channels: Operoo platform & email. b) <u>Must copy parent(s)/guardian(s)</u> into any text, email, Operoo message or any other form of electronic communication message. c) <u>Must only communicate</u> with ATHLETES regarding issues relevant to the WestVic Academy of Sport. d) Ensure that any messages are polite/friendly and appropriate in nature. e) <u>Must not communicate</u> with ATHLETES, request to be “friends” or “follow” ATHLETES using Internet chat rooms, social networking sites, game sites, instant messaging or anything of a similar nature, particularly to encourage social contact of an unauthorised nature. f) <u>Must not request</u> that ATHLETES keep communication a secret.
4	<p>Supervision of ATHLETES - When supervising ATHLETES in WestVic Academy of Sport:</p> <ul style="list-style-type: none"> a) Avoid unsupervised situations with ATHLETES wherever possible - you should always be in view of others. b) Engage positively with our sport. c) Behave appropriately towards one another. d) Ensure that you are in a safe environment, protected from external threats.
5	<p>Physical Contact with ATHLETES – is not encouraged and must only be used if appropriate to delivery of a sporting or coaching instruction (e.g correcting a swing or grip in Tennis, adjusting a technique in the gym) and based on the needs of the ATHLETES (i.e. to comfort if distressed). Unless for medical or allied health purposes by a health care professional, contact must not:</p> <ul style="list-style-type: none"> a) Involve touching inappropriate areas of the body. b) Appear to have a sexual connotation. c) Be intended to cause pain or distress. d) Be overly physical (e.g., wrestling, tickling, etc). e) Be unnecessary (e.g., assisting ATHLETES when they don’t need help).

	<p>f) Be initiated against the wishes of ATHLETES (unless to prevent injury, in which case physical restraint should be a last resort).</p> <p>Physical contact initiated by ATHLETES that is sexual and/or inappropriate behaviour between ATHLETES must be reported to the WestVic Academy of Sport Executive Officer immediately.</p>
6	<p>Sexual Misconduct:</p> <p>No form of “sexual behaviour” is to occur between, with or in the presence of ATHLETES in the WestVic Academy of Sport, even if the ATHLETES are above the legal age of consent – 16 years. This includes contact and non-contact behaviour (e.g. flirting, sexual innuendo, electronic messaging or photography).</p>

7	<p>Positive Guidance and Discipline:</p> <p>We want to create a positive environment for everyone in the WestVic Academy of Sport, understanding that ATHLETES need to understand the acceptable limits of their behaviour, whilst ensuring that:</p> <ul style="list-style-type: none"> a) We give ATHLETES clear direction. b) ATHLETES are given an opportunity to redirect their misbehaviour in a positive way. c) Behaviour management strategies are fair, respectful and appropriate to ATHLETES’s developmental stage. d) No physical punishment, cruel/degrading/humiliating, etc treatment is used. <p>Under no circumstances is physical punishment to be used, nor any other treatment that could be considered as degrading, cruel, frightening, humiliating or discriminatory.</p>
8	<p>Giving gifts to ATHLETES: Not encouraged and must always be authorised by parents/guardians.</p>
9	<p>Photographs/video footage of ATHLETES:</p> <ul style="list-style-type: none"> a) You may only take photographs or video footage of ATHLETES involved in WestVic Academy of Sport Programs if: <ul style="list-style-type: none"> i. prior approval has granted by their parent(s)/guardian(s); and ii. the context of the photo/footage is directly related to the WestVic Academy of Sport; iii. ATHLETES are appropriately dressed and posed; and iv. the image/footage is taken in presence of others involved in the WestVic Academy of Sport.

	<p>b) Images must not be distributed to anyone outside the WestVic Academy of Sport relevant Sports program other than ATHLETESs (or parents/guardians) without knowledge and approval of a parent/guardian and nominated Senior Person in the WestVic Academy of Sport.</p> <p>c) Images must not be exhibited online without parent/guardian approval unless ATHLETES are de-identified – Further detail outlined in WVAS Image Consent Form.</p>
10	<p>Overnight Stays and Sleeping Arrangements for ATHLETES:</p> <p>Overnight stays are to only occur with the prior written authorisation of parents/guardians and the WestVic Academy of Sport Executive Officer (or their nominated representative).</p>
11	<p>Change Room arrangements: People involved in the WestVic Academy of Sport in Victoria must:</p> <p>a) Respect the privacy for ATHLETES in change rooms.</p> <p>b) Avoid one-to-one unsupervised situations with ATHLETES in a change room area (other than with their own child), whilst ensuring adequate supervision to keep ATHLETES safe (e.g., standing outside the entrance to the change room).</p> <p>c) Not dress/undress in the change room whilst ATHLETES are present, unless they are playing in a Senior Team and there are other members of the team present.</p> <p>d) Ensure that photos, video or other recordings are not taken in change rooms. To manage this, consider a “NO MOBILE PHONES” policy and signage in change rooms.</p> <p>e) Ensure that participants use the change room of their affirmed gender, or have access to a safe and appropriate area to change in.</p>
12	<p>Use, possession or supply of alcohol or drugs:</p> <p>(a) All persons involved in the WestVic Academy of Sport who are delivering a program or on overnight stays/camps involving ATHLETES must not use possess or be under the influence of illegal or illicit drugs, alcohol or be incapacitated by any other legal drug.</p> <p>(b) Legal (i.e., prescription) drugs are permitted to be used provided that it does not interfere with your ability to provide an appropriate level of care to ATHLETES in the WestVic Academy of Sport. <u>You must notify the Executive Officer of these prescriptions if transporting or caring for Athletes for an extended period.</u> You also do not supply legal drugs (including alcohol and tobacco) to ATHLETES.</p>
13	<p>Transporting children:</p> <p>(a) You can only transport ATHLETES in circumstances that are directly related to the delivery of our sport programs and only with prior written approval of ATHLETES’s parent/guardian and the express acknowledgment of the WestVic Academy of Sport Executive Officer</p> <p>(b) If it is not possible to get prior written consent or approval, you must notify in writing the details of the travel to the WestVic Academy of Sport Executive Officer as soon as possible after the journey.</p>

	<p>(c) Where it is not possible to get a parent/guardian’s approval in advance, the parent/guardian should send an approval text/electronic message to the WestVic Academy of Sport Executive Officer. This should then be documented appropriately.</p>
<p>14</p>	<p>Pick up and collection of ATHLETES: We must:</p> <ul style="list-style-type: none"> (a) Ensure that ATHLETES and their parents/guardians know the times/locations of training/matches and that they arrive before the scheduled times so that ATHLETES aren’t unattended. (b) Have an operational phone and register of parent/guardian emergency contact details. (c) Ensure they are aware of pick up details for ATHLETES and that all relevant approvals are given. (d) If a parent/guardian is late, make efforts to contact them, noting that it is not your responsibility to drive ATHLETES in WestVic Academy of Sport home. You should also ask the second last child and their parent/guardian to wait until the final child is collected. (e) Not leave the training session or match until all ATHLETES have been collected. (f) If necessary, ask the parent/guardian to collect their child(ren) from the WestVic Academy of Sport training session if there are others present and arrangements are documented. (g) If a parent/guardian is repeatedly late to collect their child(ren), notify the WestVic Academy of Sport Executive Officer.