



Child Safe Policy

This Policy must be read in conjunction with the Member Protection Policy

Policy Name	Child Safe Policy
Approved By	Gym West Management Committee
Policy Coverage	Athletes, Coaches, Staff, Volunteers, Technical Members, Committee Members, Parents/Carers, Visitors
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Policy Statement

Gym West (GW) is committed to the safety, wellbeing, and empowerment of all children accessing programs and services, including indigenous children, those from culturally and linguistically diverse backgrounds and children with disabilities.

GW has a zero tolerance to any form of child abuse. The club supports the rights of children and will act immediately to ensure an environment is maintained where children and all athletes feel safe, respected, valued and empowered at all times.

Policy Aim

The aim of this policy is to ensure all participants of GW are aware of their responsibilities to keeping children safe by upholding practices and behaviours which facilitate this.

Policy Purpose

The purpose of this policy is to clearly define the practices, behaviours and club culture developed to enable safe and full participation.

Policy Definitions

These definitions set out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words.

Adult	A person who is aged 18 years and older
Allegation	The testing of an opinion with a view to reaching a conclusion as to its substance
Applicable Person	Any person to whom this Policy or the MPP applies
Athlete	A child or adult who participates in the sport of gymnastics under the auspice of GW
Authorised Person	President of GW or their delegated representative
Award	A trophy, medal or participation award that is conferred for merit, usually after a decision made by a committee of judges
Child (or Children)	A person who is under the age of 18 years old unless otherwise stated under the law applicable to the child
Codes of Behaviour	Standards of conduct required of specific roles per Attachment I – Code of Behaviour When Dealing With Children of this policy and Part B - Code of Ethics and Codes of Behaviour in the MPP
Complaint	A Complaint made according to Part D – Complaint Handling Procedure of the MPP

Complainant	A person making a Complaint
Complaint Manager	A nominated person within GW delegated to deal with complaints or concerns
CSP	This Child Safe Policy
Discrimination	<p>Treating a person unfairly or less favourably than another person in the same or similar circumstances because of a person's particular characteristic (Direct Discrimination)</p> <p>When a rule, policy or practice disadvantages one group of people in comparison with others, even though it appears to treat all people the same (Indirect Discrimination)</p> <p>Refer to 7.0 Position Statements, 7.5 Discrimination and Harassment for details</p>
GA	Gymnastics Australia, the peak governing body of gymnastics in Australia
GW	Henley & Grange Youth Clubs Inc, 'Gym West', 'the club'
Jurisdiction	Training areas and all activities organised by or for GW at any location or venue (eg displays, competitions, presentations)
MC	Management Committee of Gym West, the governing body responsible for managing the club according to the Associations Incorporations Act 1985 (South Australia) and the Objects of GW's Constitution
Member	A Member, Junior Member or Life Member as per Clause 5 of the GW Constitution
Misconduct with a Child	Any behaviour that is not child abuse but is in direct breach of the Codes of Behaviour that relate to children or any behaviour involving a child that is inappropriate or places them at risk
MPIO	Member Protection Information Officer, a person trained to be the first point of contact for someone making a Complaint. The MPIO provides impartial and confidential support to that person
MPP	Member Protection Policy that accompanies this Child Safe Policy (CSP)
Natural Justice	(Also known as Procedural Fairness) which incorporates the following principles:

- Both the Complainant and the Respondent must have a full opportunity to put forward their account of events, and be given details of what is being said against them and any alleged breach of policy
- Reasonable time frames be provided in the conduct of the investigation and hearing processes
- All relevant submissions must be considered
- No person may judge their own case
- The decision maker(s) must be unbiased, fair and just
- The penalties imposed must be fair

Police Check	Also known as a National Criminal History Police Check (NCHPC), a probity check conducted as a pre-employment, pre-engagement or current employment background check on a person
Policy	This Child Safe Policy (CSP)
Respondent	The person who is being complained about
Staff	Any employee paid to undertake work that upholds the Objects of GW
Technical Member	Any person registered with GA under Clause 5.8 of the GA Constitution.
Vulnerable Person	A child who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma, disability or any other reason

Policy Detail

1.0 Introduction

GW is committed to safeguarding children in its care and has developed practice and behaviour guidelines which are approved by Gymnastics Australia (GA) and GW's Management Committee (MC).

As part of this commitment, all, coaches, staff, committee members and volunteers are required to observe GW practices and behaviour guidelines. Before these people commence with GW they are required to sign Attachment J - Child Safety Declaration of this policy.

This Policy sits alongside and must be read in conjunction with the Member Protection Policy (MPP).

2.0 Purpose of This Policy

GW is committed to doing everything it can to have a child safe environment for all its child athletes. GA has developed, and GW has adopted, this Child Safe Policy (CSP) as a separate but aligned document to the MPP to ensure the club comprehensively address this prioritised focus.

3.0 Who Does This Policy Apply To?

This policy applies to any of the following people (Applicable Person) associated with GW:

- Persons elected or appointed to the MC or any Sub-Committee
- Athletes
- Judges and other officials involved in the regulation of the sport
- Members, including Life Members
- Coaches of all accreditation levels
- Employees, Contractors and Volunteers
- Support people appointed or selected to teams and squads (eg managers, chaperones, physiotherapists, psychologists, masseurs)
- Any other person including spectators, parents/carers and sponsors
- A person, even after they have stopped their association or employment with GW, if disciplinary action against that person has commenced

Where the person is a child the Parent/Carer confirms agreement and acceptance of this policy on the child's behalf.

4.0 Responsibilities Of The Organisation

It is the responsibility of GW to:

- Adopt, implement and comply with this policy

- Make amendments to the Constitution and regulations as necessary for this policy to be enforceable, and review the policy at least annually
- Always promote and model appropriate standards of behaviour
- Publish, distribute and promote this policy and the CSP and the consequences of breaches
- Promptly deal with any breaches or Complaints made under this policy
- Apply this policy consistently
- Recognise and enforce any penalty imposed under this policy
- Ensure a copy of this policy is available to persons to whom this policy applies

5.0 Responsibilities Of The Individual

Individuals bound by this policy are responsible for:

- Making themselves aware of this policy and the MPP, and complying with them fully
- Placing the safety and welfare of children above other considerations
- Complying with GW's screening requirements and any Working With Children Checks
- Being accountable for their behaviour
- Not making false, misleading or vexatious claims against any other member or person
- Following the procedures outlined in this policy if they wish to make a Complaint or report
- Complying with any decisions and/or disciplinary measures imposed under this policy

6.0 What Is A Breach Of This Policy?

It is a breach of this policy for any person or organisation to which this policy applies, to do anything contrary to this or any other GW policy. Consequences of breaching a GW policy are outlined in 8.0 Disciplinary Measures of the MPP.

7.0 Position Statements

7.1 GW's Commitment to Child Safety

This Policy is part of GW's proactive and preventative approach to uphold its commitment to the safety, wellbeing, participation and empowerment of all children who access the club's activities, programs, services or facilities.

It is important to acknowledge that historically over 90% of GW's athlete membership base is under the age of 12 years (with a significant percentage of that cohort being under 5 years old). Young children are particularly vulnerable to abuse and extremely reliant on the adults around them to provide a safe environment.

7.2 GW Is Committed To The Safety Of Children

Through the CSP GW documents its clear commitment to protecting children from abuse and neglect, and communicates this commitment to all members and personnel by giving full access to a copy of this Policy.

7.3 GW Supports And Respects Every Child's Individual Needs

GW supports and respects all children, as well as athletes, coaches, staff, and volunteers. GW promotes diversity and tolerance in its organisation, and people from all walks of life and cultural backgrounds are welcome. This is achieved by:

- Promoting the cultural safety, participation and empowerment of Indigenous children
- Promoting the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- Ensuring children with a disability are safe and can participate equally

7.4 Members And Staff Know The Behaviour Expected

- GW will ensure Applicable Persons (including, but not limited to, those involved in the delivery of gymnastic services, programs and events involving children), understand their role and the behaviour expected in relation to protecting children from abuse and neglect
- GW utilises Position Descriptions which clearly require compliance to the MPP and CSP
- GW has Codes of Behaviour which details expectations for behaviour towards children
- Technical members and staff are given a copy of and have access to their Codes of Behaviour
- GW members and staff acknowledge, electronically or in writing, they have read and are committed to their Codes of Behaviour

7.5 Minimise The Likelihood Of Recruiting A Person Who Is Unsuitable

- GA will take all reasonable steps to ensure it engages the most suitable and appropriate people to work with children (in Prescribed Positions). This will be achieved using a range of screening measures and probity checks, which will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children
- See Section 8.0 Screening and Working With Children Requirements for further details

7.6 Induction, Training, Ongoing Support And Supervision Is Part Of GW's Commitment

- All new coaches, staff and volunteers are provided with information during their induction about GW's commitment to child safety, including this CSP, the MPP, Codes of Behaviour and child abuse reporting process
- GW has a process for ensuring all coaches, staff and volunteers complete child safety training where appropriate
- Ongoing education and training for coaches, staff and volunteers is supported to ensure child safety information is provided and updated as required
- GW supports its coaches, staff and volunteers through ongoing supervision and management to:
 - develop their skills to protect children from abuse
 - promote the cultural safety of Indigenous children, the cultural safety of children from linguistically and/or diverse backgrounds and the safety of children with a disability
- GA will ensure regular training and education on child abuse risks is provided to coaches, staff and volunteers

7.7 GW Encourages The Involvement Of Children And Their Parents

GW will promote the involvement and participation of children in developing and maintaining child-safe environments by:

- Involving children when making decisions, especially about matters that directly affect them, listening to their views and respecting what they have to say
- Providing information (such as brochures, posters, handbooks, guidelines) to children and their Parent/Carer about GW's commitment to the safety of children and their rights, the behaviour expected of coaches, staff and volunteers and of themselves, and the club's policy about responding to child abuse

7.8 Personnel Understand Their Responsibility For Reporting Child Abuse

GW's policy for responding to child abuse is approved and endorsed by GA and the MC, and applies to all members, coaches, staff and volunteers.

This policy states:

- Members, coaches, staff and volunteers must meet all legislated mandatory reporting requirements
- Members, coaches, staff and volunteers must follow the process outlined in this policy when reporting abuse
- Failure to report child abuse is considered serious misconduct
- Members, coaches, staff and volunteers have access to this CSP and understand the implications of this Policy for their role. GW documents

any allegation, disclosure or concern regarding child abuse and monitors responses to all allegations, disclosures or concerns

7.9 GW Maintains And Improves Policies and Practices

GW's policies, procedures and practices seek to address risks to child safety and to establish a child safe culture and practices. This is achieved by:

- Ensuring child safe policies and procedures:
 - Are accessible in forms that are easy to understand
 - Have been informed by stakeholder consultation
 - Are communicated broadly across all sectors of the club and to the general public
- Assigning responsibility for maintaining and improving policies and procedures to the Policy Coordinator with ultimate approval required by the MC
- Monitoring members, coaches, staff and volunteers and external providers to ensure appropriate practices and behaviours, and to ensure policies are followed with any breaches reported to the MC
- Requiring coaches, staff and volunteers to disclose convictions or charges affecting their suitability to work with children and review police records and working with children checks regularly
- Maintaining and updating a risk management strategy, including a regular review of existing child protection practices to determine how child-safe GW is, and to identify any additional steps available to minimise and prevent the risk of harm to children because of the actions of members, staff, volunteers or another person's

8.0 Screening and Working With Children Requirements

GW will do everything possible to ensure recruited staff and volunteers do not pose a risk to children. These standards must be met any time an Applicable Person is being recruited to work with children or provide a service where they will have unsupervised access to children.

8.1 Recruitment Standards

Recruitment procedures must ensure:

- GW's child safety commitment is communicated to potential applicants for positions
- Child safe duties are part of all GW Position Descriptions
- Child safe-related questions are included in all interviews
- A minimum of two (2) professional reference checks are undertaken with child safe related questions asked
- Screening checks are undertaken, including identity, criminal record, working with children checks and/or qualification checks

- GW will ensure working with children checks and/or criminal history assessments are conducted for employees, contractors and volunteers working with children where an assessment is required by law

8.2 Working with Children Checks

- Working with children check laws aim to prevent people who pose a risk from working with children as paid employees or volunteers and are currently in place in all Australian states and territories
- Employment screening and working with children checks can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children. In some states this also involves reviewing relevant findings from disciplinary proceedings
- GW will meet the requirements of relevant state laws regarding working with children checks
- Individuals travelling with children to another state or territory in a work-related capacity must comply with the screening requirements of that particular state or territory

8.3 Department of Human Services (DHS) Clearances and Police Checks

- Prior to commencing employment or volunteering with GW, Applicable People are required to submit for sighting a Department of Human Services Vulnerable Person certificate noted as 'Cleared'
- In addition, GW may carry out a police check during the recruitment of any employee or volunteer. Police Checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. The club retains its own records (but not the actual criminal record) if an applicant's criminal history affected the recruitment decision-making process
- GW requires any person who works directly with children who has resided overseas in the past 10 years for a period of more than 12 months to complete an International Criminal Record check for each country of residence
- If during the recruitment process a person's records indicate a criminal history then the applicant will be given the opportunity to provide further information and context

8.4 Working With Children Checks At GW Events

- Any person working or volunteering at a GW organised event who requires accreditation for that role (eg coach, judge, chaperone, team manager, medical staff, administrator) must provide GW with proof of their current accreditation and a copy of their working with children check certificate

- GA reserves the right to withhold work or volunteering if these are not provided, or take any action it considers necessary in relation to the non-compliance by a person of any working with children check requirement
- Any person who does not present their working with children check and does not have the appropriate accreditation will not be allowed into restricted areas (eg competition floor, training centre, change rooms etc) or given access to children at the event
- If accreditation (eg guest accreditation) does not give access to restricted areas or areas where a person may access child athletes then a working with children check may not be required. This will be determined by GW on an event by event basis depending on the event location and risks associated with each venue
- Unless required by law, or at the request of GW in its absolute discretion, spectators or participants who are participating in the event will not be required to hold or present a working with children check
- In instances where a person is working or volunteering at a GW organised event across State borders, and who will be working with children, it is that person's responsibility to obtain the appropriate clearance checks and/or screenings required for working with children in the respective State or Territory in which they will be working or volunteering. The person must provide GW with a current copy of such clearance check or screening card/certificate when presenting at the relevant event in which they are working or volunteering
- All Technical Members are required to provide GW with their current working with children check details, and at GW's request, proof of age and/or identity. This information is stored securely on GA's Customer Relationship Management (CRM) system (iMIS). It is the responsibility of each Technical Member to provide GW with these details

9.0 Forms of Child Abuse

Child abuse takes many forms and some types of abuse are more easily identifiable than others. It is important to understand what these forms of abuse are to better understand how to identify, prevent and ultimately report it when required.

Form of Abuse	Definition
Bullying	Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group, and is generally an act that is repeated over time. Bullying can take many forms which are often interrelated and include:

	<ul style="list-style-type: none"> • Verbal Name calling, put downs, threats • Physical Hitting, punching, kicking, scratching, tripping, spitting • Social Ignoring, excluding, ostracising, alienating • Psychological Spreading rumours, stalking, dirty looks, hiding or damaging possessions
Emotional or Psychological	<p>Emotional or psychological abuse occurs when a child does not receive the love, affection or attention they need for healthy emotional, psychological and social development.</p> <p>Such abuse may involve:</p> <ul style="list-style-type: none"> • Repeated rejection or threats • Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection • Continual coldness • The above behaviours continue to an extent that results in significant damage to the child’s physical, intellectual or emotional wellbeing and development
Family Violence	<p>Family violence occurs when children are forced to live with violence between adults in their home. It is harmful to children. It can include witnessing violence or the consequences of violence. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child’s life. Exposure to family violence places children at increased risk of physical injury and harm and has a significant impact on their wellbeing and development</p>
Grooming	<p>Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins. The child may be given special attention and, what starts as an apparently normal display of affection such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, in internet chatrooms, on social media or by other technological channels</p>
Harm	<p>Harm to a child is any detrimental effect of a significant nature on the physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.</p> <p>Harm can be caused by:</p> <ul style="list-style-type: none"> • Physical, psychological or emotional abuse or neglect • Sexual abuse or exploitation

	<ul style="list-style-type: none"> • A single act, omission or circumstance • A series or combination of acts, omissions or circumstances
Neglect	<p>Neglect is the persistent failure or deliberate denial to provide a child with the necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, supervision, clean water or medical attention to the extent that the child's health and development is, or is likely to be, significantly harmed. The issue of neglect must be considered within the context of resources reasonably available.</p> <p>Categories of neglect include:</p> <ul style="list-style-type: none"> • Physical • Medical • Abandonment or desertion • Emotional • Educational
Physical	<p>Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes:</p> <ul style="list-style-type: none"> • Shoving, hitting, slapping, shaking, throwing, punching, biting, burning, excessive and physically harmful over-training, kicking • Giving children harmful substances such as drugs, alcohol or poison • Certain types of punishment, whilst not causing injury, can also be considered physical abuse if they place a child at risk of being hurt
Sexual	<p>Sexual abuse occurs when an adult or a person of authority (eg who is older) involves a child in any sexual activity. Perpetrators of sexual abuse take advantage of their power, authority or position over the child for their own benefit. It can include making sexual comments to a child, engaging children to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also sexual abuse. Engaging children to participate in sexual conversations over the internet is also considered sexual abuse</p>
Sexual Exploitation	<p>Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children who are forced into prostitution</p>

10.0 Identifying Child Abuse

GW has zero tolerance of child abuse and will treat all allegations of child abuse and/or misconduct consistently and with a high degree of sensitivity. GW acknowledges every child has the right to be heard, protected and supported and to have their concerns managed appropriately and with sensitivity. GW will use its best endeavours to resolve the concerns of the child and/or their family in accordance with this policy.

All Applicable Persons are required to identify, report, and respond immediately (or where reasonably practicable no later than before ending a shift) to any concerns, suspicions or incidents of child abuse or misconduct with a child using Attachment A - Procedure for Reporting and Responding to Child Abuse Allegations.

If a child is at **imminent risk** of harm or in **immediate danger**, the police must be contacted on 000.

The following information relates to abuse of children. The content may be distressing or disturbing and GW provides support from its MC, MPIO or other trusted people to help with any feelings of being overwhelmed or uncomfortable by it. Anyone younger than 18 years who is bound by this Policy is to read the following section in consultation with a Parent/Carer.

The table below includes but is not limited to specific signs of child abuse. Some signs a child is experiencing abuse or violence are more obvious than others. Suspected abuse is enough of a reason to raise an issue with the relevant person or authority to determine how to handle the matter - evidence is not required.

Abuse Type	Physical Indicators	Behavioural Indicators
Emotional/ Psychological	Emotional/psychological abuse may cause delays in physical, emotional or cognitive development. For example: <ul style="list-style-type: none"> • Delays in physical development • Failure to thrive • Speech disorders 	<ul style="list-style-type: none"> • Stealing food • Staying at school or other activities outside hours and not wanting to go home • Lacks trust in other people • Reluctance to attend an activity at a particular club or organisation • Tired, lethargic, falling asleep at inappropriate times • Abuse of alcohol or drugs • Aggressive behaviour • Poor peer relationships • Indiscriminate with affection • Lack of social skills • Distress, eg frequent crying or apathy

		<ul style="list-style-type: none"> • Demonstrating fear of parent, caregiver or another adult • Attention or risk-taking behaviour
Neglect	<p>When a child has been neglected, you may notice they:</p> <ul style="list-style-type: none"> • Suffer from frequent hunger or malnutrition • Have poor hygiene • Wear inappropriate clothing • Remain unsupervised for long periods of time • Lack proper medical attention • Fail to thrive • Experience abandonment by parents/carers 	<ul style="list-style-type: none"> • Stealing food or clothing • Spending time at school or other external activities beyond the usual hours • Reluctance to attend an activity at a particular club or organisation • Tired or falling asleep at inappropriate times • Abuse of alcohol or drugs • Aggressive behaviour • Poor peer relationships • Indiscriminate with affection • Desire for adult affection • Poor emotional response/lack of expression or enthusiasm • Anxiety about being left • Frequent rocking and sucking behaviour
Physical	<ul style="list-style-type: none"> • Bruises, burns, sprains, bite marks, cuts, welts, scratches • Fractured bones • Poisoning • Internal injuries • Shaking injuries • Strangulation marks • Ingestion of alcohol and drugs • Dislocations • Head injuries 	<ul style="list-style-type: none"> • Expressing little or no emotion when hurt • Offering unlikely explanations for injuries • Wearing long-sleeved clothes on hot days (possibly to hide bruising or other injuries marking the body) • Demonstrating fear of particular care givers, other adults or children • Demonstrating a fear of their parents or a fear of going home • Being fearful when other children cry or shout • Being excessively friendly to strangers • Being passive and compliant • Being nervous, hyperactive, aggressive, disruptive • Telling someone physical harm has occurred

<p>Sexual</p>	<p>Many of the physical indicators of sexual abuse are only identifiable via a medical examination. For example:</p> <ul style="list-style-type: none"> • Sexually transmitted diseases • Semen in the vagina • Vaginal or anal bleeding, injury or scarring • Injury to the penis or scrotum • Abrasions, tears and bruises to the vagina or anus • Chronic urinary tract infections or difficulty urinating • Often the first indication the child gives is when they tell a person whom they trust they have been sexually abused 	<ul style="list-style-type: none"> • Persistent and age-inappropriate sexual activity • Sexual aggression towards younger or more naive children • Sexual invitations or gestures to older people • Sexual interaction involving animals or toys • Sexual promiscuity or prostitution • Regressive behaviour such as bedwetting and speech loss • Challenging and aggressive behaviour • Fear of a type or gender of people • Suicidal and self-harm behaviour including self-mutilation, drug or alcohol abuse • Risk taking behaviour such as lighting fires • Cruelty to animals • Criminal activity • Frequent rocking, sucking and biting behaviour
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11.0 Reporting and Responding to Child Abuse Allegations

11.1 Prohibitions

All persons to whom this Policy applies are prohibited from:

- Discussing any concerns or allegations with unauthorised persons either within or outside GW. Such prohibition is not designed to limit in any way their rights and responsibilities to report concerns or allegations, but is part of GW's commitment to ensuring privacy, confidentiality and natural justice
- Making deliberately false, misleading or vexatious allegations

11.2 Obligations

Applicable Persons are obliged to raise any concerns they might have in relation to:

- Any contravention of this Policy
- Breaches of GW's policies designed to protect children – such as outlined in Attachment I - Codes of Behaviour When Dealing With Children and Part B - Code of Ethics and Codes of Behaviour of the MPP
- Actions of Applicable Persons that contravene GA's policies or may otherwise have the potential to harm a child

11.3 Rights

Applicable Persons retain the right to report directly to relevant authorities, such as police or child protection agencies, any concerns they may have in relation to the safety and welfare of a child, regardless of whether they have also reported that matter to GW.

11.4 Handling Allegations

An allegation should be dealt with at the relevant level. Therefore, if an allegation relates to behaviour or an incident that occurred at GW:

- The allegation should be reported to and handled by GW in the first instance
- Only matters that relate to or occur at the national level, including any incidents that occur at a GA organised event and the most serious cases from GW should be referred to GA
- If an allegation is handled at GW, the relevant GW person(s) handling the allegation may contact the GSA Child Safety Co-ordinator (or similar role) who will provide guidance on handling the Complaint in accordance with this Policy. For the avoidance of doubt, the guidance provided shall only relate to process under this Policy
- If a Respondent is 15 years or younger they must have a Parent/Guardian present during any part of the Complaint Process and that Parent/Guardian must be notified of any Complaints concerning their child. If the Respondent is 15 - 18 years they may choose whether to have a support person present during any part of the Complaint Process
- All actions taken (or proposed to be taken) must be in compliance with Attachment A - Procedure for Reporting and Responding to Child Abuse Allegations. To the extent Attachment A conflicts with the rest of this Policy, Attachment A prevails

11.5 Special Considerations

- GW understands persons from culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse. For example, people from some cultures may experience anxiety when talking with police and communicating in English may be a barrier for others
- GW requires Applicable Persons to be sensitive to these issues and meet people's needs where possible, such as having an interpreter or support person present
- Some children with a disability may experience barriers disclosing an incident. For example, children with hearing or cognitive impairments may need support to help them explain the incident, including through sign language interpreters

11.6 Receiving an Allegation

In receiving a concern or allegation of child abuse/misconduct involving a child, Applicable Persons will immediately refer the matter to the Authorised Person who

will make a determination, based on thorough criteria, as to whether the matter should be reported to the appropriate authority. The person receiving the allegation shall not assess the validity of any allegation or concerns but rather listen to the Complainant, stay calm and supportive and act promptly to ensure the matter is dealt with appropriately and in accordance with this Policy.

For more detailed information see Attachment A - Procedure for Reporting and Responding to Child Abuse Allegations.

11.7 Criminal Action relating to Child Abuse

If Applicable Persons involved in GW are charged with or investigated by police for criminal matters relating to child abuse placing children at risk, the MC may dismiss that person and/or revoke, suspend or add conditions to their involvement with GW.

11.8 Anonymous Complaints

In cases of child abuse there can be many barriers community members face when reporting. To help reduce these barriers GW acknowledges that at times an allegation of child abuse may be made anonymously. Where possible all allegations should be encouraged to be made openly so the proper investigative processes can be followed. If a person still wishes to remain anonymous GW will support this decision.

When an anonymous Complaint is received the person receiving the allegation should:

- Inform the Complainant that GW may not be able to take the necessary action without full details
- Encourage the person sensitively to give their details
- Ask the Complainant if they would be willing to be interviewed if an investigation is conducted
- Ask if there are any witnesses that would be willing to speak to GW and record their details
- Ask the Complainant if there is a reason as to why they wish to remain anonymous and ask what could be done to support them

Once an anonymous Complaint has been made action will still be taken by following Attachment A - Procedure for Reporting and Responding to Child Abuse Allegations as far as is practicable. Where the Complaint is anonymous, steps that can be taken under Attachment A may be limited. However, it is still appropriate to take some action as part of an informal investigation such as:

- Completing Attachment D1 – Confidential Record of Internal Informal Complaint of the MPP
- Checking club records to see if there have been any previous Complaints about the Respondent (without disclosing the anonymous Complainant)
- Checking to see if the Respondent's working with children check details are current and valid
- speaking to police or child protection authority for advice

- engaging in proactive child safety education with the staff or volunteer associated with the allegation (without disclosing the anonymous Complainant)
- seeking further advice from GSA's Child Safety Coordinator (or similar role)

11.9 Recording Allegations of Child Abuse and/or Misconduct with a Child

GW will keep records of all allegations of child abuse/misconduct with a child to ensure it can better identify and respond to patterns of abuse and/or inappropriate behaviour. Attachment C - Confidential Record of Child Abuse Allegation Form is to be used to document any allegation, suspicion, disclosure, incident or concern regarding child abuse to record observations and concerns as accurately as possible.

If the Respondent is a person to whom this Policy applies GSA must be notified using Attachment A - Procedure for Reporting and Responding to Child Abuse Allegations.

GW records all allegations and breaches of this Policy in a confidential electronic system that can only be accessed by restricted people as part of the risk management processes. To prevent access to these records by unauthorised persons, GW stores any documentation associated with an allegation of abuse or neglect of a child by having:

- Hard-copy documentation stored in a locked filing cabinet (or similar)
- Soft copy documentation stored in a password-protected file

GW maintains and regularly monitors records of child abuse reports as part of the club's Accident, Incident, Injury Report management process. This is to ensure any such reports are responded to effectively in accordance with this Policy and that requirements for reporting to external authorities are complied with. When recording allegations of child abuse/misconduct involving a child, the person receiving the Complaint should consider the Respondent's right to privacy and confidentiality as set out in Clause 11.11 below.

11.10 Legislative Requirements

States and territories each have specific legislation regarding mandatory reporting and reportable conduct. Members and personnel must adhere to South Australia's legislation for reporting child abuse. See Attachment E – Mandatory Reporting Requirements (South Australia).

When handling allegations of child abuse/misconduct involving a child, the person receiving the Complaint should consider their legal obligations, and that of the organisation which they are representing, including without limitation, under relevant employment legislation. In these circumstances, the relevant organisation should consider seeking legal advice.

11.11 Confidentiality and Privacy

GW expects all Applicable Persons to maintain the confidentiality and privacy of all concerned (including the Respondent), except if doing so would compromise the welfare of the child or the investigation of the allegation.

11.12 Support

When an allegation of child abuse has been made GW will offer support to all the persons involved (Complainant, Respondent, staff involved etc.) The Complaint Manager will take on the responsibility of offering support and making all necessary arrangements. The type of support offered will be assessed on a case by case basis.

See Step 9.0 Attachment A - Procedure for Reporting and Responding to Child Abuse Allegations for more detailed information on support that could be considered.

Attachment A Procedure For Reporting And Responding To Child Abuse Allegations

Note: The following procedure only relates to breaches of this Policy and/or the Child Safe Codes of Behaviour. For all other breaches not related to child safety, please refer to Part D – Complaint Handling Procedure of the MPP

IMPORTANT

If there is suspicion a child is in immediate danger or a life-threatening situation, the police must be contacted immediately on 000.

Step 1 Receive the Allegation

Step 1A Receive the Allegation from a Child

If a child raises an allegation of child abuse or neglect that relates to them or to another child, it is important to listen, stay calm and be supportive.

Do	Don't
Be a listener not an investigator. Listen to the allegation or disclosure supportively, without dispute	Do not express shock, panic, disbelief or judgement. Remain calm
Let the child use their own words to explain what has occurred (encourage the child to talk using their language)	Do not leave the child in a distressed state. If they seem at ease in your company, stay with them
Make sure you are clear about what the child has told you	Do not challenge or undermine the child. Do not ask suggestive or leading questions
Reassure the child what has occurred is not their fault and they are doing the right thing ('you are not in trouble' or 'if I look or sound upset it is because I want you to feel safe')	Do not seek detailed information, ask leading questions or offer an opinion. Ask just enough to act protectively, such as, 'Can you tell me more about that?' or just nod or say, 'yes' to acknowledge you are hearing the child
Try and discretely separate the child making the complaint from other children and listen to them carefully	Do not make promises to the child such as promising not to tell anyone about the incident, reassure you will do your best to keep them safe
Explain other people may need to be told in order to stop what is happening	Do not discuss the details with any person other than those detailed in these procedures
Promptly and accurately record the discussion in writing using the child's words on Attachment C – Confidential Record of Child Abuse Allegation Form and then store the record securely	Do not contact the Respondent

Tell the child you may need to take some notes while they are talking to accurately record what they are saying	-
Report all allegations or concern to the nominated person as described in this Policy	-

Step 1B Receive the Allegation from an Adult

If an adult says their child or another child has been abused or raises a concern regarding child abuse, it is important to listen, stay calm, be supportive and ask about the wellbeing of the child.

Do	Don't
Disregard factors such as the authority or position of the persons involved and any pre-existing views about the good character or otherwise, of any person involved or under investigation.	Do not assess the validity of such allegations or concerns.
Provide reassurance GW will take immediate action in response to the allegation.	Do not leave them with any doubt as to whether the complaint will be responded to.
Advise the adult you will record the discussion in writing to capture all details using Attachment C – Confidential Record of Child Abuse Allegation Form which will be stored securely.	Do not make promises, reassure you will do your best to keep the child safe.
Allow the adult to talk through the incident in their own words and clarify the basic details.	Do not leave the adult in a distressed state. Do not ask suggestive or leading questions.
Explain the information may need to be repeated to authorities or others in order to stop what is happening.	Do not contact the Respondent.
Ask them what action they would like to take and advise them of what the immediate next steps will be.	Do not discuss the details with any person other than those detailed in these procedures.
Do report all allegations or concerns to the nominated person as described in this Policy	

Step 2 Refer the Allegation to the Relevant Person

An allegation should be reported to and handled by the Authorised Person of GW in the first instance.

- Only matters that relate to or occur at the national level, including any incidents that occur at a GA organised event and the most serious cases from GW, should be referred to GA
- If an allegation is received at GW, GW may contact GSA's Child Safety Co-ordinator (or similar role) who will provide guidance on handling the Complaint in accordance with this Policy. For the avoidance of doubt, the guidance provided shall only relate to process under this Policy
- If a Respondent is 15 years or younger they must have a Parent/Guardian present during any part of the Complaint Process and that Parent/Guardian must be notified of any Complaints concerning their child. If the Respondent is 15 -18 years they may choose whether to have a support person present during any part of the Complaint Process
- All actions taken (or proposed to be taken) must be in compliance with Attachment A - Procedure for Reporting and Responding to Child Abuse Allegations of this Policy. To the extent Attachment A conflicts with the rest of this Policy, Attachment A prevails

Step 3 **Make an Assessment as to whether to report the allegations to external authority**

If GW (the Handling Organisation) suspects or believes on reasonable grounds a child is, has been, or is at risk of being, the subject of any form of abuse, they will immediately report the matter to the Police and/or relevant child protection authority in accordance with Attachment D - Contact Details for Advice or Reporting Child Abuse (South Australia).

- NB** GW will contact the relevant child protection authority for advice if there is any doubt about whether the allegation should be reported to authorities
- NB** A Complainant and/or all people can still report directly to relevant authorities, such as police or child protection, any concerns they may have in relation to the safety and welfare of a child, regardless of whether they have also reported that matter to GW

Step 4 **Report the Allegation to Authorities**

If the Authorised Person is not available, other MC members or MPIO will report to the relevant authorities:

- The police and/or the relevant child protection agency immediately (ie before the person leaves the jurisdiction of GW). See Attachment D - Contact Details for Advice or Reporting Child Abuse (South Australia) and Attachment E – Mandatory Reporting Requirements (South Australia).

Police Involvement

When there is any criminal element or potential future criminal element, the MC will cooperate with the police and other authorities and assist in their investigation of the allegation. If applicable, the MC will seek advice from the police or the relevant child protection authority before proceeding with any other forms of action.

Once police become involved, no-one within GW will attempt to undertake further investigation of the allegation or matter being investigated. GW will however seek advice from police as to how to best manage the safety of the children in GW while they are investigating the matter to avoid jeopardising police proceedings.

NB There may be times when an allegation is serious, but the police have advised they will not be taking any action. GW will seek advice from police as there may be action in the future or criminal conduct may be uncovered during an investigation.

Step 5 Record the Allegation

The Attachment C - Confidential Record of Child Abuse Allegation Form must be completed by GW and filed securely and confidentially (electronically and a hard copy if available) by the MC.

Step 6 Conduct a Risk Assessment

When any person is alleged to have been accused of, investigated for or charged with child abuse or misconduct with a child, an Authorised Person within GW will assess the level of risk to children in relation to the alleged offence.

The level of risk will determine what immediate and/or interim safety measures will be implemented by GW. See Attachment F - Spectrum of Behaviour and Attachment G - Child Abuse Risk Assessment Tool for guidance on determining the level of risk.

Determining Whether an Allegation is Critical or Non-Critical

Once the level of risk has been determined by GW, the tables below will provide guidance as to whether an allegation is Critical or Non-Critical.

Level of Risk	Critical or Non-Critical
High Risk	Critical
Medium Risk	Non-Critical
Low Risk	Non-Critical

Critical Allegation	Non-Critical Allegation
---------------------	-------------------------

A breach or allegation has resulted in, or is likely to result in, significant harm to a child.	A breach or allegation has NOT resulted in, or is not likely to result in, significant harm to a child
Any allegation involving sexual abuse or criminal behaviour.	Inappropriate behaviour(s) that does not involve sexual abuse or criminal behaviour(s)
Abusive or illegal behaviours.	Unacceptable behaviour(s) that are not abusive or illegal
Any allegation that is being investigated by police or child protection authorities.	Any allegation in which the police or child protection authorities have advised there is insufficient evidence to pursue further investigation and/or charges

Step 7 Determine whether the Respondent is an Applicable Person

GW will determine whether the Respondent is an Applicable Person as per 3.0 - Who Does This Policy Apply To? of this Policy. If they DO NOT fall within the definition of an Applicable Person, GW will provide appropriate support to the child, their family and staff involved, including but not limited to:

- Providing an opportunity for GW people who were involved in receiving, and the initial stages of handling, the allegations to debrief with senior management
- Offering professional services (eg counselling) to the child, young person, family members or GW people involved
- Providing ongoing monitoring of the child to assess their wellbeing
- Meeting with the child, young person or family to discuss the concerns (if appropriate)
- Supporting the child to continue gymnastics (where appropriate)
- Where the contact details of the Respondent are available, advise they are to absent themselves from GW jurisdictions until Step 12 – Communication of Outcome per below (where appropriate and if applicable) has occurred

Step 8 Implement Safety Measures

If the Respondent is an Applicable Person, and an allegation has been determined as being High Risk or Critical, the Authorised Person will take any action necessary to safeguard the child (or other children in their care) from additional harm through options such as:

- Redeploying the Respondent to a position where they do not work with children
- Suspension of a member's membership
- Additional supervision of that member or person
- Restrictions on gymnastics related event attendance/participation

- Removing or suspending the member or person from duty until the validity of the allegation is determined

In making the assessment, GW will ensure Natural Justice is observed at all times. In particular, it is important to recognise the fact that a person is being investigated for, or charged with, a criminal offence does not mean that person is guilty of that offence. It is also important to maintain confidentiality and privacy of all concerned (including where interim safety measures have been taken).

Interim safety measures will be put in place as soon as practicable by GW and will also be commensurate with the level of risk determined through the initial risk assessment.

NB The risk to a child must be assessed on the presumption the allegation has merit

For the avoidance of doubt, safety measures may be put in place prior to, or during an investigation (internal or external) and/or following the outcome of an investigation.

For any allegation assessed as High Risk or Critical in Step 6, GW will consider the most robust safety measures.

NB Where the livelihood of a Respondent to a Complaint is likely to be adversely impacted by any disciplinary measures imposed, including interim safety measures such as a suspension, special care will be taken by GW before imposing any such measures, including seeking legal advice prior to imposing interim safety measures

Step 9 Communication of Complaint

Respondent

GW will inform the Respondent in writing a Complaint has been received, detail the next steps in the Complaints Process, state any interim safety measures that will or have been put in place and provide information regarding confidentiality (per Clause 11.11 of this Policy).

GW may also communicate and provide an update about any Complaint made to the Governing Body below.

Governing Body

All child safety breaches by an Applicable Person must be reported to GSA in accordance with Step 9 within 5 working days of receiving the Complaint, who will, at its discretion, report the allegation to GA. This is to ensure GSA can best provide support to the child, their family and GW's people where appropriate.

Step 10 Provide Support

It is important to ensure GW supports all athletes, members, coaches, staff, volunteers and Respondents involved with this process. This may include:

- Providing an opportunity for GW people who were involved in receiving, and the initial stages of handling, the allegations to debrief with senior management
- Offering professional services such as counselling to the Respondent, child, young person, family members or GW people involved
- Providing ongoing monitoring of the child to assess their wellbeing
- Meeting with the child, young person or family to discuss the concerns (if appropriate)
- Allowing the Respondent or child to appoint a support person that may be present during meetings with the organisation
- Appointing a designated contact person within GW to liaise with the child (and family) and the Respondent during the process. This person can provide information and support without compromising any investigation or procedure, as they will not be an active part of the investigation or procedure
- Further child safety training for the club and its people
- Where deemed necessary, covering the cost of up to three (3) professional counselling sessions

Support for the Respondent must include making it clear to all other people who are aware of the allegation that:

- The allegation does not mean the person is guilty, and the allegation will be properly investigated and will include the right to Natural Justice
- They are not to discuss the matter with any person, except as directed by police, child protection authorities and/or the GW Authorised Person and only in direct relation to investigation of the allegation

Step 11 Complaint Handling Procedure

After the above steps have been followed, any further action will follow Part D - Complaint Handling Procedure of the MPP. Once these applicable procedures have been completed, the matter will proceed in accordance with Step 12 of this Policy.

Step 12 Communication of Outcome

GW will communicate and provide an update about the outcome of the complaint where relevant and appropriate in a timely manner. It will also advise GSA of the outcome within five (5) working days of any determination.

Respondent and Complainant

The outcome of the investigation will be communicated by GW to both the Respondent and the Complainant in accordance Attachment D2 - Confidential Record of Internal Formal Complaint of the MPP.

For Low to Medium Risk and/or Non-Critical allegations that conclude at the informal approach to making a Complaint in accordance with Attachment D1 of the MPP, GW may, at its discretion, determine whether communication with the Respondent and/or the Complainant is necessary and take the appropriate steps accordingly.

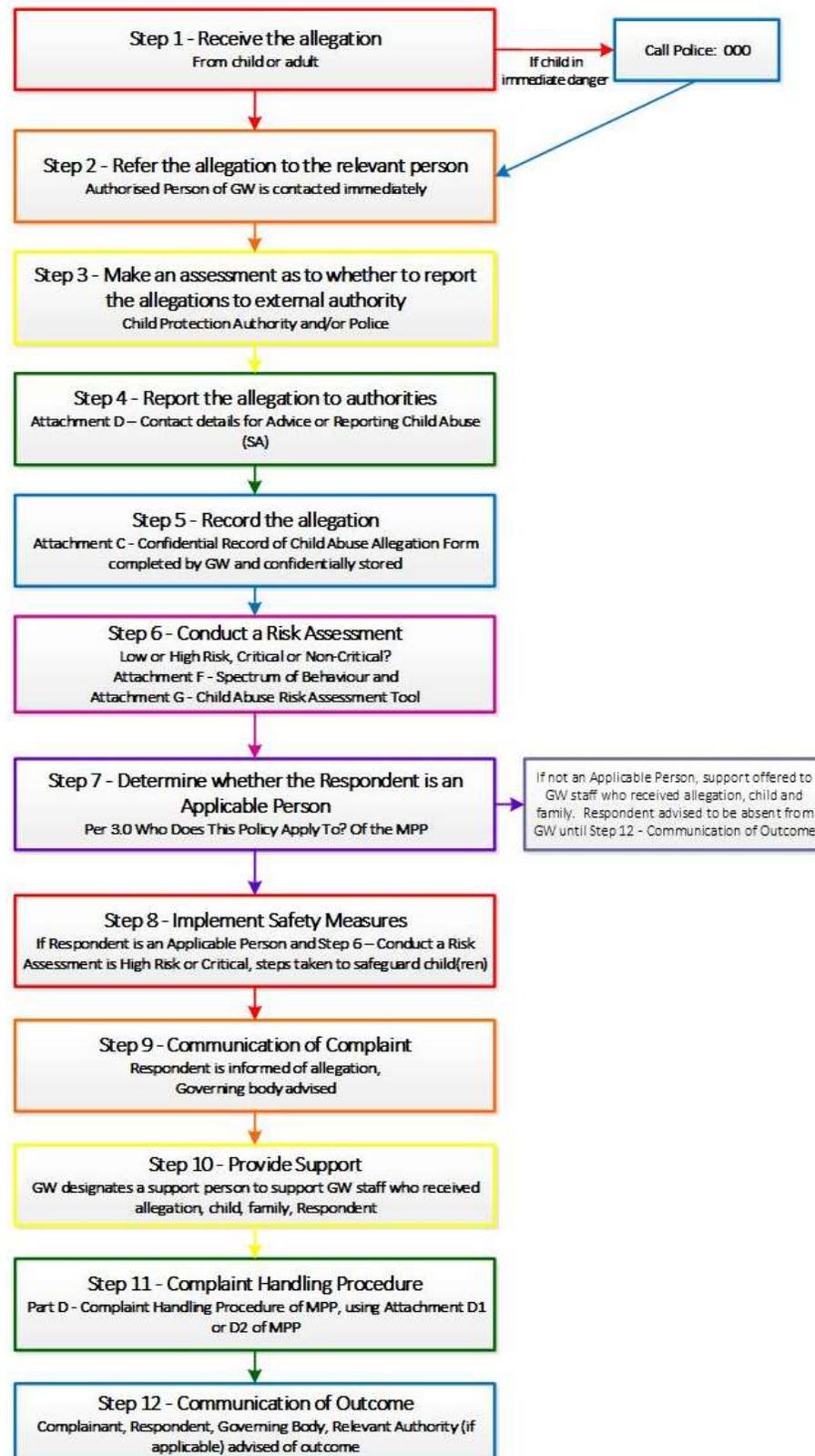
Police or Child Protection

If there was a finding or substantiation that may affect the status of a person's Working with Children Check, GW will inform the relevant authorities.

If any information or evidence was discovered during the process that involves criminal behaviour, GW will also notify police immediately.

See Attachment B - Flow Chart Summary of Attachment A - Procedure For Reporting And Responding To Child Abuse Allegations for a pictorial demonstration of the above steps.

Attachment B Flow Chart Summary of Attachment A



Attachment C Confidential Record of Child Abuse Allegation Form

Before completing this form, please ensure all requirements as outlined in this Policy have been followed and advice has been sought from the police and/or the relevant child protection agency where appropriate.

Section A Details of Allegation											
Complainants Name (if other than child)	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: right; font-size: small;">.....(Name)</div>										
	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: right; font-size: small;">Date Complaint Received / / Timeam/pm</div>										
Complainant's Contact Number	<div style="border-bottom: 1px solid black; width: 100%;"></div>										
Complainant's Email Address	<div style="border-bottom: 1px solid black; width: 100%;"></div>										
Complainant's Role in GW	<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Athlete</td> <td><input type="checkbox"/> Staff</td> </tr> <tr> <td><input type="checkbox"/> Coach</td> <td><input type="checkbox"/> Visitor</td> </tr> <tr> <td><input type="checkbox"/> Official</td> <td><input type="checkbox"/> Volunteer</td> </tr> <tr> <td><input type="checkbox"/> Parent/Carer</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Athlete	<input type="checkbox"/> Staff	<input type="checkbox"/> Coach	<input type="checkbox"/> Visitor	<input type="checkbox"/> Official	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Parent/Carer	<input type="checkbox"/> Other		
<input type="checkbox"/> Athlete	<input type="checkbox"/> Staff										
<input type="checkbox"/> Coach	<input type="checkbox"/> Visitor										
<input type="checkbox"/> Official	<input type="checkbox"/> Volunteer										
<input type="checkbox"/> Parent/Carer	<input type="checkbox"/> Other										
State/Territory the Complainant Resides In	<div style="border-bottom: 1px solid black; width: 100%;"></div>										
Handling Organisation Name	<div style="border-bottom: 1px solid black; width: 100%;"></div>										
Child's Name	<div style="border-bottom: 1px solid black; width: 100%;"></div>										
Child's Address	<div style="border-bottom: 1px solid black; width: 100%;"></div>										
Child's Date Of Birth	<div style="border-bottom: 1px solid black; width: 100%;"></div> Age										
Does the Child Identify as Aboriginal or Torres Strait Islander?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander										
Can the Child be Classified as a Vulnerable Person?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Culturally and/or Linguistically Diverse Background <input type="checkbox"/> Yes, Child with a Disability <input type="checkbox"/> Yes, Other										
Forms of Abuse (Per Section 9.0 of CSP)	<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Bullying</td> <td><input type="checkbox"/> Neglect</td> </tr> <tr> <td><input type="checkbox"/> Emotional or Psychological</td> <td><input type="checkbox"/> Physical</td> </tr> <tr> <td><input type="checkbox"/> Family Violence</td> <td><input type="checkbox"/> Sexual</td> </tr> <tr> <td><input type="checkbox"/> Grooming</td> <td><input type="checkbox"/> Sexual Exploitation</td> </tr> <tr> <td><input type="checkbox"/> Harm</td> <td><input type="checkbox"/> Other.....</td> </tr> </table>	<input type="checkbox"/> Bullying	<input type="checkbox"/> Neglect	<input type="checkbox"/> Emotional or Psychological	<input type="checkbox"/> Physical	<input type="checkbox"/> Family Violence	<input type="checkbox"/> Sexual	<input type="checkbox"/> Grooming	<input type="checkbox"/> Sexual Exploitation	<input type="checkbox"/> Harm	<input type="checkbox"/> Other.....
<input type="checkbox"/> Bullying	<input type="checkbox"/> Neglect										
<input type="checkbox"/> Emotional or Psychological	<input type="checkbox"/> Physical										
<input type="checkbox"/> Family Violence	<input type="checkbox"/> Sexual										
<input type="checkbox"/> Grooming	<input type="checkbox"/> Sexual Exploitation										
<input type="checkbox"/> Harm	<input type="checkbox"/> Other.....										
Respondent's Name	<div style="border-bottom: 1px solid black; width: 100%;"></div>										
Respondent's Role (if known)	<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Athlete</td> <td><input type="checkbox"/> Staff</td> </tr> <tr> <td><input type="checkbox"/> Coach</td> <td><input type="checkbox"/> Visitor</td> </tr> <tr> <td><input type="checkbox"/> Judge</td> <td><input type="checkbox"/> Volunteer</td> </tr> </table>	<input type="checkbox"/> Athlete	<input type="checkbox"/> Staff	<input type="checkbox"/> Coach	<input type="checkbox"/> Visitor	<input type="checkbox"/> Judge	<input type="checkbox"/> Volunteer				
<input type="checkbox"/> Athlete	<input type="checkbox"/> Staff										
<input type="checkbox"/> Coach	<input type="checkbox"/> Visitor										
<input type="checkbox"/> Judge	<input type="checkbox"/> Volunteer										

Child Safe Policy

	<input type="checkbox"/> Official <input type="checkbox"/> Other <input type="checkbox"/> Parent/Carer
Date of Incident	
Time of Incident	
Location of Incident	
Witnesses (if more than 3 attach additional details to this form)	Name Contact Details
	Name Contact Details
	Name Contact Details
Details of Complaint, Reason for Suspecting Abuse	<small>NB Use as much detail as possible, noting exact words used by the person making the allegation, actual observations made and any other relevant details</small>
Interim Immediate Action Taken (if any) to ensure child safety and/or to Support Complainant	
Police Contacted?	Who When Advice Provided Report Number (if made)
Government/Child Protection Agency Contacted?	Who When Advice Provided Report Number (if made)
Authorised Person Contacted?	Who When Advice Provided
GSA Contacted?	Who When Advice Provided
GA contacted (if applicable)?	Who When Advice Provided

Child Safe Policy

Completed By	Name
	Position
	Signature.....
Signed by Complainant (if not a child)
Section B Outcome	
Police and/or Government Agency Investigation (if any)	Finding
	Date
Internal Investigation (if any)	Finding
	Date
Action/Discipline Taken (if any)	
Completed By	Name
	Position
	Signature.....
	Date/...../.....
Signed by Complainant (if not a child)

This form is to be confidentially stored by the MC of GW and provided to the relevant authorities (police and child protection authority) should they require it

Attachment D Contact Details for Advice or Reporting Child Abuse (South Australia)

Reporting Authority	Further Services/Information	Contact Details
Department of Child Protection	The Department of Child Protection works to keep South Australia's children safe by protecting them from abuse and neglect	Child Abuse Report Line (CARL) Ph: 13 14 78
	For information about the process of reporting concerns about a child's welfare in SA, refer to the department's Report Child Abuse webpage. The Department of Child Protection provides additional information for mandatory reporting, including Mandated Notifiers and their Role and Preparing to Report Child Abuse.	After hours crisis care Ph: 13 16 11 Report child abuse online

Attachment E Mandatory Reporting Requirements (South Australia)

Forms to be reported	Mandated Notifiers
<ul style="list-style-type: none"> • Physical • Sexual • Emotional/Psychological • Neglect 	<ul style="list-style-type: none"> • Medical practitioners • Pharmacists • Registered or Enrolled Nurses • Dentists • Psychologists • Police Officers • Community Corrections Officers • Social workers • A minister of religion • A person who is an employee or volunteer in an organisation formed for religious or spiritual purposes (with the exception of disclosures made in the confessional) • Teachers in educational institutions including kindergartens • Approved family day care providers • Any other person who is an employee or volunteer in a government or non-government organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children, being a person who is actively engaged in the delivery of those services to children or who holds a management position in the relevant organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children

Attachment F Spectrum of Behaviours By Bravehearts

Bravehearts is an Australian child protection organisation with which GA partnered in 2018.

Braveheart's Spectrum of Behaviour	
Child Safe Behaviours	These behaviours respect the rights of children, place a priority on their welfare and promote child safe practices. Child Safe Behaviours also uphold the United Nations Convention on the Rights of the Child and the values of GA and GW. These behaviours contribute to a culture of safety towards all people, especially children, eg appropriately following GW's Child Safe Policy, guidelines and Codes of Behaviour
Inappropriate Behaviours	These behaviours may 'blur boundaries' with children and disregard a young person's rights to personal safety or they may be the result of poor judgement in a specific scenario. Inappropriate behaviours fall short of specifically defined Unacceptable Behaviours. If they are allowed to continue and are repetitive, they may escalate into unacceptable behaviour or abuse and potentially criminal behaviour, eg yelling at and berating a child for under-performing
Unacceptable Behaviours	These behaviours are in breach of GW's values and policies. They may be considered a grey area and fall short of criminal behaviour or the legal definitions of abuse. These behaviours are unacceptable, and if allowed to continue may continue to escalate into abuse or criminal behaviour, eg forming a close bond with a particular athlete and showing favouritism
Abusive/Illegal Behaviours	Abusive and illegal behaviours include the four types of child abuse, being physical, sexual, emotional and neglect. These behaviours can have significant and long term adverse impacts for children. Abusive and illegal behaviours not only breach GW values and policies, they could result in criminal prosecution, eg breaching GW Child Safe Policy, guidelines, Codes of Conduct and Child Protection Laws.

Attachment G Child Abuse Risk Assessment Tool

When assessing the risk a Respondent poses to children, GW will consider the factors in the table below and any other mitigating circumstances, with each allegation being assessed on a case-by-case basis.

Risk Assessment - Allegations of Child Abuse	
The nature of the alleged or proven offence per 9.0 Forms of Child Abuse	
The circumstances in which the alleged or proven offence occurred	
The place or places where the alleged or proven offence occurred	
The age and gender of the Respondent	
Were there additional vulnerabilities of the Respondent?	
Did the Respondent have regular and frequent contact with other children or groups of children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What was the nature and circumstances of contact?	Nature of contact: <i>eg coaches gymnastics with 12 year olds every week</i>
The opportunities that were available to the Respondent to offend against other children	<i>Eg During gymnastics classes entering the bathrooms, potential to arrange for unsupervised contact outside of gymnastics etc</i>
What safety measures were already in place when the alleged offence occurred?	<i>Eg The coach would spend time unsupervised with the Complainant during training even though other people were around and there was a code of conduct banning this</i>
Are there any high risk scenarios the Respondent has access to?	<i>Eg The Respondent is a chaperone for an upcoming interstate club event. Any time an adult spends time overnight with a child there is a higher risk to the child</i> <i>Eg The Respondent drives the bus for the state team</i>
Does the Respondent have access to direct, unsupervised contact with children?	<i>Eg Coaches, MC Members etc</i>

Once GW has considered the above factors use the Risk Assessment Matrix below to determine the level of risk (Low, Medium, High) the Respondent presents.

This will then inform any decisions made by GW regarding what safety interim measures should be put in place. For example, if the risk is assessed as being high consideration for removing the Respondent from all contact with children in the gymnastics community should be seriously considered. If the Complaint has not already been reported, reconsider whether it should be reported to a relevant authority in accordance with Step 2.

If the risk is assessed as being low, it may be more appropriate to monitor the Respondent when they are interacting with children in gymnastics instead.

Risk Assessment Matrix

	Severity of Impact/Consequences			
		Low Severity	Moderate Severity	Major Severity
Frequency of contact with children	Frequent	Medium	High	High
	Likely	Low	Medium	High
	Unlikely	Low	Low	Medium

Attachment H National Support Services

If a child is in imminent risk, call Emergency Services on 000.

If a child is in crisis and there is uncertainty about which service to contact, call Kids Help Line on 1800 55 1800 or Lifeline on 13 11 14. Both are available from anywhere in Australia 24 hours a day (toll free) and provide generalist crisis counselling, information and referral services.

Below is a comprehensive list of national service providers as recommended by GA.

Support Service	Services Provided
1800 Respect Call 1800 737 732	24/7 telephone and online crisis support, information and immediate referral to specialist counselling for anyone in Australia who has experienced or been impacted by sexual assault, or domestic or family violence
1800 The Line Call 1800 695 463	A national relationships helpline for children to talk to someone about the relationship issues they may be experiencing, or if they are unclear about where to draw the line between what is, or is not, a respectful relationship
Lifeline Call 13 11 14	A generalist and crisis telephone counselling, information and referral service, provided by trained volunteers who are supported by professional staff
Blue Knot Foundation Call 1300 657 380	Staffed by trained trauma-informed counsellors, this support line offers information, support and referral to adult survivors of childhood trauma and abuse, and partners, family and friends of survivors
Bravehearts Call 1800 272 831	Open to anyone wanting information, advice, referrals and support regarding child sexual assault
Child Wise National Child Abuse Prevention Helpline Call 1800 99 10 99	Confidential support services for individuals who have experienced abuse in an institutional setting and/or need support and counselling after giving evidence to the Royal Commission into Institutional Responses to Child Sexual Abuse, or for professionals supporting these individuals. This helpline can provide information, short-term counselling and referrals
Children and Young People with Disability Call 1800 222 660	National peak body for Children with disability. Provides information and systemic representation in Australia
Counselling Online	A free online and SMS/text-based service providing assistance to Australian residents concerned about alcohol and other drugs

<p>Headspace Call 1800 650 890</p>	<p>A free and confidential telephone and online service for people aged 12-25 years. Qualified youth mental health professionals provide support to young people worried about their mental health or experiencing issues such as depression, bullying and isolation. Support is also available to concerned parents or carers</p>
<p>Healing Foundation</p>	<p>Service to help build the capacity of Indigenous organisations and support the development of the Link Up network</p>
<p>Kids Helpline Call 1800 55 1800</p>	<p>Kids Helpline is Australia’s only free, private and confidential 24/7 phone and online counselling service for young people aged 5 to 25</p>
<p>People with Disability Australia Call 1800 422 015/ TTY: 1800 422 016</p>	<p>National telephone line to provide information and referrals to people with disabilities</p>
<p>QLife Call 1800 184 527</p>	<p>Provides early intervention, peer supported telephone counselling and referral services for people who identify as gender diverse, lesbian, gay, bisexual, trans, and/or Intersex (LGBTIQ)</p>
<p>Sexual Assault Counselling Australia Call 1800 211 028</p>	<p>National telephone counselling service for people who have experienced abuse. Face-to-face counselling is available in New South Wales</p>

Attachment I Code of Behaviour When Dealing With Children

The below Codes of Behaviour must always be followed. Any breach will be dealt with under this Policy. Please note, Code of Ethics and Codes of Behaviour are also detailed in the MPP.

1.0 General Behaviours

- Adhere to professional role boundaries
- Staff members who are Applicable Persons must not, of their own volition or at the request of a member, act outside the confines of their duties as specified in their Position Description
- Do not provide unauthorised transportation without express permission from a parent/carer or guardian of a child
- Do not engage in unauthorised activities with children who are members and who are not family members outside authorised gymnastic services, programs or events
- Do not provide any form of unauthorised support to a child(ren) who are not family members or their family, unrelated to gymnastic services, programs or events, for example, babysitting
- Do not seek unauthorised contact with children who are not family members outside gymnastic services, programs or events
- Do not accept any invitations to attend private social functions at the request of a child who has participated or is participating in gymnastic services, programs or events – or at the request of their family – except where there is a pre-existing relationship. Please note you must disclose all pre-existing relationships to GW
- Do not develop any ‘special’ relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- If you become aware of a situation in which a child requires assistance that is beyond the confines of that person’s role, or beyond the scope of GW’s usual service, they should at the earliest opportunity:
 - Refer the matter to an appropriate support agency
 - Refer the child to an appropriate support agency or contact the child’s parent or guardian or seek advice from MC

2.0 Do Not Engage In Any Sexual Misconduct

Under no circumstances is any form of ‘sexual behaviour’ to occur between, with, or in the presence of, children participating in gymnastics. Engaging in sexual behaviour while participating with GW is prohibited even if the young persons involved may be above the legal age of consent.

- ‘Sexual behaviour’ will be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- contact behaviour, such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution
- non-contact behaviour, such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity

3.0 Positive Guidance (Discipline)

- Strive to ensure children participating in gymnastics are aware of the acceptable limits of their behaviour so GW can provide a positive experience for all participants
- Children are encouraged to feel safe and to be safe and to have positive relationships and friendships with their peers
- Wherever possible, children are encouraged to share their views and participate in all relevant organisational activities, especially on issues that are important to them
- Children are given information about their safe participation in organisational activities including access to information about child abuse prevention programs
- There are times when staff and volunteers may be required to use appropriate techniques and behaviour management strategies to ensure:
 - an effective and positive environment
 - the safety and/or wellbeing of children, staff and volunteers participating in gymnastics
- These techniques are clearly identified in 7.0 Position Statement - 7.12 Restorative Practices in the MPP

4.0 Positive Coaching Techniques

All staff and volunteers must use strategies that are fair, respectful and appropriate to the developmental stage of the children involved. The child needs to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are GW staff or volunteers to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

5.0 Promoting Equality and Diversity

All staff and volunteers must ensure their approach and interactions with children are sensitive, respectful and inclusive of all backgrounds and abilities. Where GW has involvement with children who are Indigenous or Torres Strait Islanders, those from culturally and/or linguistically diverse backgrounds or those with a disability, staff and volunteers will promote their safety (including cultural safety), participation and empowerment. Details are clearly identified in 7.0 Position Statement - 7.10 Inclusion in the MPP.

6.0 Use of Language and Tone of Voice

Language and tone of voice used in the presence of children should provide clear direction, raise their confidence and encourage or affirm them. They must not be harmful to children. In this respect, avoid language that is:

- Discriminatory, racist or sexist
- Derogatory, belittling or negative, eg calling a child a 'loser' or telling them they are too fat
- Intended to threaten or frighten
- Profane or sexual
- Inappropriate

7.0 Giving Gifts

GW prohibits staff and volunteers from giving gifts to children to whom a service is provided other than the provision of GW Awards.

8.0 Supervision

GW is responsible for supervising the children who participate in gymnastic services, programs or events to ensure those participants:

- Engage positively with gymnastics services, programs or events
- Behave appropriately toward one another
- Are in a safe environment and are protected from external threats

Staff and volunteers are required to avoid one-to-one unsupervised situations with children to whom they provide services, and (where possible) to conduct all activities and/or discussions with children in view of others.

9.0 Mixed Age Groups

GW allows adults to train alongside children, and accepts its responsibility to consider the differences in needs based on age, experience and stage of development for each participant. As such, GW has a responsibility to create a safe environment for all its participants, including putting safeguards in place to protect children and adults in its sport.

10.0 Use of Electronic Communications and Social Media

GW acknowledges the enormous value of technology and social media to communicate, promote sport and celebrate the achievements and success of the people involved in gymnastics. The club also recognises the risk use of technology and social media can pose.

Staff and volunteers should at all times adhere to the following guidelines as well as GW's Social Media Policy when using electronic communication

The main principles to abide by when communicating with a child electronically are:

- Interactions on social media should always be open and transparent and communicating privately with a child is inappropriate
- When communicating with children always ensure a Parent/Carer or other GW people are copied into the correspondence (eg a group chat)
- Communicate only through GW's social media and not personal social media
- Restrict communication to issues directly associated with delivering gymnastics services, programs or events, such as advising that a scheduled event 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
- Follow 12.0 Photographs of Children when posting any images on social media
- Posting photographs of children on personal social media accounts is strictly prohibited other than direct family members. The pictures can only be of the family member and not non-related children
- Share photographs or posts from GW's social media platforms instead of posting directly from a personal account
- Do not communicate with children via electronic communication one-on-one. (eg direct message, internet chat rooms, social networking sites and E-mail communication)
- Do not upload still or moving images or audio recordings of children without the prior authorisation of their parent/carer or guardian
- Do not request children to keep communication a secret from their parents/carers or others
- Do not use such communication to promote unauthorised social activity or to arrange unauthorised contact
- Do not use inappropriate language when communicating with a child
- Do not communicate anything a reasonable observer could view as being of a sexual nature
- Staff and volunteers are required to ensure appropriate monitoring of children when they use GW electronic communication equipment. This is to ensure they do not inadvertently place themselves at risk of abuse or exploitation via social networking sites, gaming sites, eg searches or inappropriate email communication

11.0 Employment of Children

On occasion GW employs children. In addition, there will be occasions where a young person working for GW has a pre-existing relationship with a child they supervise, coach or judge. For example, a coach and athlete may go to the same school and be friends outside of gymnastics. In these circumstances, GW will ensure the children they employ:

- Are aware they are in a position of authority and therefore have power over children
- Declare all pre-existing relationships especially where they communicate personally with another child athlete

- Are aware the MPP, CSP and Codes of Behaviours apply to them due to being in a position of authority

12.0 Photographs of Children

Children to whom GW delivers programs or services will only be photographed while involved in gymnastics if:

- The context of the photo is directly related to participation in gymnastics
- The child is appropriately dressed and posed
- Images are not distributed (including as an attachment to an email) to anyone outside GW, other than the child photographed or their parent/carer, without MC approval

Images (hard-copy or electronic) are to be stored in a manner that prevents unauthorised access by others such as:

- If in hard-copy form, in a locked drawer or cabinet
- If in electronic form, in a password-protected folder

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

In addition GW will:

- Obtain Parent/Carer's permission by way of consent on the Membership Form prior to taking images of a child and ensuring Parents/Carers know the way the image(s) will be used
- Avoid naming or identifying the child(ren) or it will, wherever possible, avoid using both the first name and surname
- Not display personal information such as residential address, email address or telephone numbers, hobbies, preferences, school etc without gaining consent from the Parent/Carer
- Not allow photographers (professional or amateur) unsupervised access to children
- Provide identification to designated photographers at events and presentations
- Consider using models or illustrations for promotional and advertising purposes
- Only use appropriate images of a child relevant to GW or gymnastics
- Encourage Parents/Carers to only take images of their own child(ren)
- Not permit the use of 'flashes' as they can be distracting and therefore dangerous

GW will not tolerate taking of images:

- That are invasions of privacy, and therefore disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets
- That are indecent or could be used for voyeurism of private body parts
- Where the Parent/Carer has not given GW permission to do so

- Where the child is protected by a court order
- That are defamatory or against censorship laws
- Being used for commercial purposes to endorse or entice people to buy a product
- Where a person has been asked to stop. If they continue, they will be evicted from the area

Images are not to be exhibited on GW's website without parental knowledge and express approval, or such images must be presented in a manner that de-identifies the child. Any caption or accompanying text may need to be checked so it does not identify a child if such identification is potentially detrimental.

To the extent practicable, images are not to be taken on personal devices.

Images of children involved in gymnastics are not to be stored on staff or volunteer's personal devices.

13.0 Physical Contact With Children

Gymnastics is a sport that requires close physical contact at times to ensure the safety of an athlete. As such it is a high risk area and strong, rigorous guidelines around contact must be followed. Any physical contact with children must be appropriate to the delivery of coaching such as spotting, fitting sporting equipment and appropriately correcting technique. It must also be based on the needs of the child such as to assist or comfort a distressed child rather than on the needs of the person making the contact.

Some guidelines regarding physical contact are detailed below but this list is not exhaustive, and a common-sense approach should be taken, with the safeguarding of, and wants and needs of, the child the primary focus.

- Seek a child's permission to touch or interact when demonstrating an activity
- Respect and respond to signs a child is uncomfortable with touch
- Use verbal directions rather than touch (eg ask a child to move in a particular way, rather than physically place them in the required position)
- Discourage and try to avoid inappropriate expectations of hugs or cuddles from younger children, doing this gently and without embarrassment or offence to the child (eg offering a 'high five' as encouragement)
- Kindly and sensitively tell a child who is inappropriately or excessively touching another child to stop, and raise the concern with staff members who are Applicable Persons
- Use non-intrusive touch (eg, congratulating a child by shaking hands or a pat on the upper arm or back), accompanying with positive encouraging words
- Under no circumstances have contact with a child that involves any intimate part of their body eg, genitals, bottom or breast area

- Do not initiate, permit or request inappropriate or unnecessary physical contact with a child (eg, massage, kisses, hugs, tickling and wrestling games, adjusting a child's leotard, sitting on a child to assist with sit ups/stretching)
- Do not facilitate situations that unnecessarily result in close physical contact with a child
- Do not inflict corporal punishment (physical discipline, smacking, long runs in hot weather, no water breaks, excessive exercise etc)
- Do not engage in touch that would appear to a reasonable observer to have a sexual connotation

14.0 Spotting and Manual Support

Supporting and shaping the gymnast is an essential part of coaching gymnastics, in that it helps the gymnast to understand shapes, movement patterns and complex skills. It also reduces the risk of injury due to a fall or error in performance.

The key points on safe spotting and manual support are:

- Always put the immediate safety of the child above any other concerns (eg if a child is going to fall and catching them might result in contact with a sensitive body part the child must still be caught)
- Ensure support is only used when necessary and over-handling is avoided
- Be alert to the possibility of performance errors or anxiety, which may increase the risk of injury
- Do not use supporting techniques that inhibit performance
- Infrequent non-intentional physical contact can arise out of error on the athlete or coach's part. Such situations should not be ignored and should be acknowledged through an apology to the gymnast and reported to a senior person. A written report using the Accident, Incident, Injury Report Form should be made of any significant incident*.

*A significant incident is defined as being:

- The contact resulted in the child experiencing or likely to experience significant harm
- The contact involved an intimate part of a child's body (eg, genitals, bottom or breast area) and the child was significantly distressed as a result
- The contact involved an intimate part of a child's body (eg, genitals, bottom or breast area) and was or appeared to be intentional
- The contact involved could be observed to be a criminal offence eg involving penetration

15.0 Massaging

During any gymnastics event, or during any time employed or engaged by GW, Applicable Persons must not engage in any form of massage with children unless they do so in a professional capacity for the purpose of supporting that child's

physical conditioning, recovery, rehabilitation or injury prevention. Any doctor, who is an Applicable Person, should only provide medical services within the scope of their professional capacity - not the nature of services performed by a qualified masseur/se or physiotherapist.

Prior to engaging in any form of massage such persons must provide GW with a current copy of their accreditation or qualification. This information will be stored securely on GA's CRM system (iMIS). It is the responsibility of each person proposing to undertake massage in these circumstances to provide GW with these details.

If there is no qualified masseur(se) available, the following guidelines may be considered by gymnasts:

- Self-administered soft tissue maintenance treatment using a foam roller, tennis or spiky ball
- Self-administered soft tissue day-to-day maintenance, and pre and post-event management
- Soft tissue maintenance does not need the input of another person. Often it is unhelpful for athletes to feel they are dependent on someone else to manage their muscles
- Massage for specific conditions, or recovery from injury, should be dealt with by a qualified soft tissue therapist, who has the knowledge to treat these conditions safely and effectively

16.0 Flexibility/Stretching Exercises

There are a range of techniques and types of exercise for extending flexibility that involve the application of controlled force. These techniques can lead to the person applying the force coming into close proximity with the gymnast and having prolonged contact with areas of the gymnast's body. The following guidelines must be followed when conducting flexibility or stretching activities:

- Use slow, progressive and prolonged stretching exercises, within the discomfort zone, rather than what might be considered to be excessive force
- Be sensitive to how the exercise might be perceived by the parents/carers and children
- Add flexibility training techniques to the agenda for GW Parent Meetings, so parents/carers are more educated and therefore less likely to misinterpret techniques being used
- Where possible use stretching techniques that do not require or minimise physical contact
- Be aware of hand placement when touching a gymnast
- Do not use exercises that place the coach's and gymnast's body in close proximity and might be seen as unnecessary by others
- Do not sit on or straddle a gymnast to encourage flexibility

17.0 Personal Care

GA views as unacceptable the routine provision of personal care to a child by staff or volunteers, and requires these tasks (eg assistance in dressing, toileting etc) only be carried out by someone whose sole role in relation to the child is to address their personal care needs.

Children Under Five (5) Years Old

Children under five years of age require a parent/carer to remain nearby in case their child becomes distressed or requires assistance.

Indigenous children and those from culturally and linguistically diverse backgrounds

Children from diverse cultures may have different expectations regarding who can provide them with personal care assistance. In addition, any diverse languages can lead to confusion if effective communication is difficult. GW requires a parent/carer to remain with a child who may become anxious, confused or misunderstood to assist with their personal care needs.

Children with Disabilities

Some children with disabilities, where their need for practical assistance in daily living, may be more vulnerable to abuse and the risk may be greater where there are a number of carers. This may increase the likelihood of exposure to abusive behaviour and make it more difficult to set and maintain physical boundaries. It can be difficult, particularly for children with severe learning disabilities, to differentiate between different roles if carried out by the same person. This may lead to confusion and additional vulnerability. In order to provide adequate support to children with a disability, GW requires either a professional carer approved by the child's family or the child's parent/carer carry out this role during gymnastics related activities.

18.0 Transporting Children

- Children are to be transported only in circumstances that are directly related to the delivery of gymnastics programs, events or services and not be given casual lifts outside transport to and from gymnastic related activity
- Children are to be transported only with prior written authorisation from the child's parent/guardian. Gaining approval involves providing information about the proposed journey, including:
 - The form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat
 - The reason for the journey
 - The route to be followed, including any stops or side trips
 - Details of anyone who will be present during the journey other than staff members who are involved Applicable Persons

GW understands in some circumstances it may be appropriate for Applicable Persons to provide children with transport to and from gymnastics. GW recommends where

possible this be avoided, however, where it cannot be avoided personnel must follow the points above and:

- ensure you are not left alone, unsupervised with a child
- ensure the child sits in the back seat, appropriately secured
- do not make any unnecessary stops

19.0 Overnight Stays

- Personnel must not stay overnight with a child who participates in gymnastics services they deliver unless it is in direct relation to the service delivery of gymnastics (eg competitions) and is with the prior written authorisation of the Parent/Carer
- Exemptions include:
 - Personnel who are immediate family members to the child
 - Personnel who have a pre-existing relationship with a child and the overnight stay is not related to gymnastics (eg you coach a young child who is friends with your daughter and they have a sleep over at your house). All pre-existing relationships with children where you may have contact with them outside of gymnastics must be disclosed to the event supervisor
- Overnight stays are to occur only with the authorisation of the MC and of the parents/guardian of the children involved. GW does not take children under 10 years away overseas, interstate or intra-state overnight unless their parent/carer accompany them
- Practices and behaviours by staff and volunteers during an overnight stay must be consistent with the practices and behaviour expected during delivery of gymnastic programs, services or events at all other times
- Minimum standards of conduct that must be observed by staff and volunteers during an overnight stay include:
 - Providing children with privacy when bathing and dressing
 - Observing appropriate dress standards when children are present – such as no exposure to adult nudity
 - Respecting the rights of children to contact their parents, or others, at any time, but especially if they feel unsafe, uncomfortable or distressed during the stay
 - Respecting parents/carers expecting their children can, if they wish, make contact
 - Ensuring children only share hotel rooms or bedrooms with children of the same gender
 - Ensuring children who are transgender are consulted on their choice of sleeping arrangements
 - Do not allow children to be exposed to pornographic material, for example, through movies, television, the internet or magazines
 - Not leaving children 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 such as unsupervised sleeping arrangements, or an adult sleeping in the same bed/room as a child
- Not allowing adults to share a room with a child other than their own child
- Not allowing adults to enter the child's room or spend time in a child's room (except in an emergency). If an individual adult presence is required, there should always be more than one child in the room with the adult and the room door left widely open
- Do not remove a child's clothing unless you have their permission and at least one other adult with you

20.0 Change Room/Bathroom Arrangements

Personnel may be required to supervise children in change rooms/bathrooms but must balance that requirement with a child's right to privacy. In addition:

- Parents/carers should only be in the change room with their children if the age range of the session is for an age group where parental help is generally required. This is normally around 8 years or under. Additional arrangements will be made if there are children with disabilities in the group
- If GW is unable to provide safe and private change room facilities, it will advise all athletes to arrive wearing their leotards/shorts under their clothes
- Where GW has to use a shared changing/bathroom facility that is accessible by adults, GW will ensure there is appropriate supervision at all times
- Where changing facilities/bathrooms are not able to be supervised by staff (eg they are off the gym floor and out of sight) GW recommends children use bathroom/change rooms in groups of three (3)
- Staff and volunteers must:
 - Avoid one-to-one situations with a child in a change room area
 - Knock or announce themselves before entering change rooms
 - Try to have at least one other adult with them when in a change room with children
 - Make every effort to get changed in an individual closed cubicle
 - Ensure adequate supervision in public change rooms to prevent abuse by members of the public, adult service users, peer service users, or general misbehaviour, while also respecting a child's privacy
 - Not enter a change room of the opposite sex
 - Not isolate themselves and a child from others in the change room
 - Not allow mobile phones to be used in changing rooms
 - Not use bathroom facilities at the same time as a child. Where possible staff and volunteers should have separate change room and bathroom facilities to children
- A buddy system may be implemented whereby, in the absence of the availability of a parent or guardian to accompany a child to the bathroom, children can nominate two (2) or more buddies of a similar age and gender who can accompany them

Attachment J Child Safe Declaration

As a requirement of participation with GW, the below commitment must be completed by all staff, volunteers and committee members prior to undertake any coaching, volunteering or regular unsupervised contact with children under the age of 18 years old.

I,
(name)

of
(address)

born/...../.....

Sincerely declare I:

- Have been provided with a copy, read, and understood GW's Child Safe Policy and Member Protection Policy
- Have been provided with a copy, read, and understood GW's Codes of Behaviour (in this policy and the Member Protection Policy)
- Understand my responsibilities in relation to ensuring and promoting the safety of children
- Will observe obligations set out in the Member Protection Policy and the Child Safe Policy during my engagement with GW to ensure and promote the safety of children participating in activities provided by GW
- Understand I must report any criminal conviction or charge prior to and subsequent to my engagement that indicates I may present a potential risk to the children

Declared in the State of South Australia, on(date)

Signature

Parent/Guardian (where the person is aged under 18 years old)

I have read and understood the declaration provided by the above child of whom I am either the parent or legal guardian. I confirm and warrant the contents of the declaration provided are true and correct in every detail.

Name

Signature

Declared in the State of South Australia, on(date)

Policy Breach

Where a member believes this policy has been breached they are able to make a Complaint by referring to Part D – Complaint Handling Procedure of the MPP.