



## CHILD PROTECTION

### Risk Management Program

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Page 1





# Index

	Page Number
Policy Position Statement	3
What is Child Abuse?	4
Who the Policy Applies To	4
Code of Conduct	4
Academy Responsibilities	5
Individual Responsibilities	5
Breach of Policy	5
Complaints	6
Investigation Procedure	6
Disciplinary Measures	10
Factors to Consider When Imposing Discipline	11
Complaints Flowchart	12
Appendix	13





## **POLICY POSITION STATEMENT**

### **CHILD PROTECTION**

Every person and organisation bound by this policy must always place the safety and welfare of children above all other considerations.

All Champs Tennis Academy acknowledges that our staff and volunteers provide a valuable contribution to the positive experiences of our juniors. All Champs Tennis Academy aims to ensure this continues and to protect the safety and welfare of its junior participants. Several measures will be used to achieve this such as:

- Prohibiting any form of abuse against children;
- Providing opportunities for our juniors to contribute to and provide feedback on our program development;
- Carefully selecting and screening people whose role requires them to have regular contact with children.
- Ensuring our codes of conduct, particularly for roles associated with junior sport, are promoted, enforced and reviewed;
- Providing procedures for raising concerns or complaints; and
- Providing education and/or information to those involved in our tennis academy on child abuse and child protection.

All Champs Tennis Academy requires that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone within our academy, is to report it immediately to the police or relevant government agency and the academy's head coach or director.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.

If anyone bound by this policy reasonably suspects that a child is being abused by his or her parent/s, they are advised to contact the relevant government department for youth, family and community services in Queensland.





## Child Abuse

Child abuse relates to children (anyone under 18 years) at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms. Children may be harmed by both verbal and physical actions and by people failing to provide them with basic care. Child abuse may include:

- Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs).
- Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

## Who This Policy Applies To

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Employees and volunteers;
- Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers);
- Coaches and assistant coaches;
- Athletes and players;
- Referees, umpires and other officials;

This policy will continue to apply to a person even after they have stopped their employment with All Champs Tennis Academy if disciplinary action, relating to an allegation of child abuse against that person, has commenced.

## Code Of Conduct

All Champs Tennis Academy requires every individual bound by this policy to:

- Be ethical, fair and honest in all their dealings with other people associated with All Champs Tennis Academy;
- Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- Always place the safety and welfare of children above other considerations;
- Comply with All Champs Tennis Academy, rules and policies including this child protection policy;
- Operate within the rules and spirit of the sport;
- Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws;
- Be responsible and accountable for their conduct; and

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Page 4





- Abide by the relevant Role-Specific Codes of Conduct as outlined in the Appendix.

### **Academy Responsibilities**

All Champs Tennis Academy must:

- Adopt, implement and comply with this policy;
- Publish, distribute and otherwise promote this policy and the consequences for breaching it;
- Promote appropriate standards of conduct at all times;
- Promptly deal with any breaches of or complaints made under this policy in an impartial, sensitive, fair, timely and confidential manner;
- Apply this policy consistently without fear or favour;
- Recognise and enforce any penalty imposed under this policy;
- Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies;
- Continually conduct risk assessments specific to child protection on the club activities conducted and implement guidelines as appropriate. Such guidelines will be documented and included in the appendix to this Child Protection Risk Management Program; and
- Monitor and review this policy at least annually.

### **Individual Responsibilities**

Individuals bound by this policy are responsible for:

- Making themselves aware of the policy and complying with the standards of conduct outlined in this policy;
- Consenting to a national police check if the individual holds or applies for a role that involves regular contact with people under the age of 18 years.
- Complying with all other requirements of this policy;
- Co-operating in providing a discrimination, child abuse and harassment free sporting environment;
- Understanding the possible consequences of breaching this policy.

### **Breach of Policy**

It is a breach of this policy for any person or academy to which this policy applies, to have been found to have:

- Done anything contrary to this policy;
- Breached the Code of Conduct and Role-Specific Codes of Conduct;
- Brought All Champs Tennis Academy into disrepute;
- Failed to follow the All Champs Tennis Academy policies and procedures for the protection, safety and welfare of children;
- Appointed or continued to appoint a person to a role that involves working with children and young people contrary to this policy;
- Discriminated against or harassed any child;
- Victimised another person for reporting a complaint;

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Page 5





- Engaged in child abuse (as defined) with a child that the person supervises, or has influence, authority or power over;
- Made a complaint they **knew** to be untrue, vexatious, malicious or improper;
- Failed to comply with a penalty imposed after a finding that the individual has breached this policy;
- Failed to comply with a direction given to the individual during the discipline process.

## Complaints

All Champs Tennis Academy aims to provide an easy to use, confidential and trustworthy procedure for complaints based on the principles of natural justice. Any person may report a complaint (complainant) about a person/s or organisation bound by this policy if they reasonably believe that a person/s breached this policy. A complaint should be reported to the academy director.

A complaint may be reported as an informal or formal complaint. The complainant decides whether the complaint will be dealt with informally or formally unless the academy director considers that the complaint falls outside the parameters of this policy and would be better dealt with another way.

All complaints will be dealt with promptly, seriously, sensitively and confidentially. Our investigation procedure for child abuse is outlined below.

## Investigation Procedure

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. The initial response to a complaint that a child has allegedly been abused should be immediate if the incident/s are serious or criminal in nature while less serious/urgent allegations should be actioned as soon as possible, preferably within 24 hours.

The following is a basic outline of the key processes to follow.

### Step 1 - Clarify basic details of the allegation

- Any complaints, concerns or allegations of child abuse should be made or referred to the All Champs Tennis Academy's academy director.
- The initial response of the person that receives the complaint from the child (or person on behalf of the child) is crucial to the well-being of the child. It is important for the person receiving the information to:
  - o Listen to, be supportive and do not dispute what the child says;
  - o Reassure the child that what has occurred is not the fault of the child;
  - o Ensure the child is safe;
  - o Be honest with the child and explain that other people may need to be told in order to stop what is happening; and





- o Ensure that what the child says is quite clear but do not elicit detailed information about the abuse. You should avoid suggestive or leading questions.
- The person receiving the complaint should obtain and clarify basic details (if possible) such as:
  - o Child's name, age and address;
  - o Person's reason for suspecting abuse (observation, injury or other); and
  - o Names and contact details of all people involved, including witnesses.

### **Step 2 – Protect the child**

- The director should assess the risks and take interim action to ensure the child's/children's safety. Some options could include redeployment of the alleged offender to a non-child related position, supervision of the alleged offender or removal/suspension from their duties until the allegations are finally determined.
- The director should also address the support needs of the person against whom the complaint is made. Supervision of the person should ideally occur with the knowledge of the person. If stood down, it should be made clear to all parties that are aware of the incident that this does not mean the person is guilty and a proper investigation still needs to be undertaken.

### **Step 3 – Determine whether the allegation is of a less serious nature (e.g. verbal assault) or is a serious or criminal allegation (e.g. sexual abuse, physical abuse)**

- Any allegation of a serious or criminal nature referred to the director must immediately be reported to the Police.
- Allegations of a less serious nature are handled within the academy under the leadership of the director.

### **For Allegations of a Less Serious Nature (Director)**

#### **Step 4 – Further clarify and investigate allegation**

- This will likely be carried out by the academy director, but if appropriate appoint an independent person with appropriate expertise to make contact and meet with each of the people involved to obtain details of the allegation.
- The investigator should follow the procedure set out below: -
  - o A written brief will be provided to the investigator (where applicable) to ensure the terms of engagement and scope of the investigator's role and responsibilities are clear.
  - o The complainant will be interviewed and the complaint documented in writing.



- The details of the complaint will be conveyed to the person/people complained about (respondent(s)) in full. The respondent(s) must be given sufficient information to enable them to properly respond to the complaint.
- The respondent(s) will be interviewed and given the opportunity to respond. The respondent(s) response to the complaint will be documented in writing.
- If there is a dispute over the facts, then statements from witnesses and other relevant evidence will be obtained to assist in a determination.
- The investigator will make a finding as to whether the complaint is:
  - substantiated (there is sufficient evidence to support the complaint);
  - inconclusive (there is insufficient evidence either way);
  - unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and/or
  - mischievous, vexatious or knowingly untrue.
- A report documenting the complaint, investigation process, evidence, finding and, if requested, recommendations, will be given to the academy director (where applicable i.e. where an independent person has investigated).
- A report documenting the complaint and summarising the investigation process and key points that were found to be substantiated, inconclusive, unsubstantiated and/or mischievous will be provided to the complainant and the respondent(s).
- Both the complainant and the respondent(s) are entitled to support throughout this process from their chosen support person/adviser (e.g. Academy director or other person).
- Strict confidentiality, impartiality, fairness and due process must be maintained at all times.

#### **Step 6 – Undertake disciplinary action**

- If disciplinary action is to be taken, follow the procedures outlined later in this policies and guidelines document.



**For Allegations of a Serious or Criminal Nature (Police)** – having received notification from academy director)

**Step 1 – If child at risk of harm (e.g. sexual or physical abuse) report it to the authorities**

- If the allegation involves a child at risk of harm, the incident should immediately be reported to the police or other appropriate authority. You may need to report to both the police and the relevant government agency.
- The relevant State or Territory authority should be contacted for advice if there is **any** doubt about whether the complaint should be reported.
- If the child's parent/s are suspected of committing the abuse, report the allegation to the relevant government agency.

**Step 2 – Further clarify and investigate allegation**

- Seek advice from the police and relevant government agency as to whether the academy should carry out its own internal investigation (in addition to any police or relevant government agency investigation).
- If the police and/or relevant government agency advises that it is appropriate, then conduct an investigation (or appoint an independent person with appropriate expertise to do so). The investigator should:
  - Contact the parents/carers of the child at an appropriate time and as directed by the police or relevant government agency.
  - If appropriate, meet with parents/carers and the child to clarify the incident and offer support on behalf of the academy if required (example, professional counselling).
  - Meet with the person against whom the allegation refers at an appropriate time and as directed by the relevant authority and give the person an opportunity to explain or respond to the allegation and identify any witnesses and supporting evidence. The person should have an opportunity to invite a support person/adviser to attend at a meeting and should be offered support (example, professional counselling) if necessary.
  - Obtain a signed statement and record of interview from the person.
  - Make contact with any witnesses and obtain written and signed statements outlining details of the allegation (what happened, when, how). This should only occur following advice from the relevant authority.
  - Obtain other information that could assist in making a decision on the allegation.
- The information collected during the investigation should be made available to the relevant authorities.





- Strict confidentiality, impartiality, fairness and due process must be maintained at all times.

### **Step 3 – Record and analyse all information**

- If an internal investigation was conducted under **Step 2**, the investigator will provide a report to All Champs Tennis Academy (where applicable i.e. where an independent person has investigated).

### **Step 4 – Undertake disciplinary action**

- For incidents of a serious or criminal nature, consideration must be given to the findings of the police and/or the government agency before making a decision on disciplinary proceedings.
- If disciplinary action is to be taken, follow the procedures outlined later in this policies and guidelines document.
- Check with the relevant state government authority to see if you need to forward a report to them.

## **Disciplinary Measures**

**It must be noted that allegations of a serious or criminal nature will be reported to the police or other government agencies as appropriate.**

Any disciplinary measure imposed by All Champs Tennis Academy under this policy must:

- Observe any contractual and employment rules and requirements;
- Conform to the principles of natural justice;
- Be fair and reasonable;
- Be based on the evidence and information presented;
- Be within the powers of the hearings tribunal to impose the disciplinary measure.

Subject to contractual and employment requirements, if a finding is made that an individual has breached the All Champs Tennis Academy Child Protection Policy (including the Codes of Conduct), one or more of the following forms of discipline may be imposed: -

- A direction that the individual make a verbal and/or written apology;
- A written warning;
- A direction that the individual attend counselling to address their behaviour;
- A withdrawal of any awards or achievements bestowed upon the individual by All Champs Tennis Academy;
- A demotion or transfer of the individual to another location, role or activity

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Page 10





- A suspension of the individual's participation or engagement in a role or activity;
- Recommend that All Champs Tennis Academy terminate the individual's involvement or engagement;
- In the case of a coach or official, a direction that All Champs Tennis Academy de-registers any involvement of the coach or official for a period of time or permanently;

When imposing any form of discipline, it will be accompanied by a warning that a similar breach of policy by that individual in the future may result in the imposition of a more serious form of discipline.

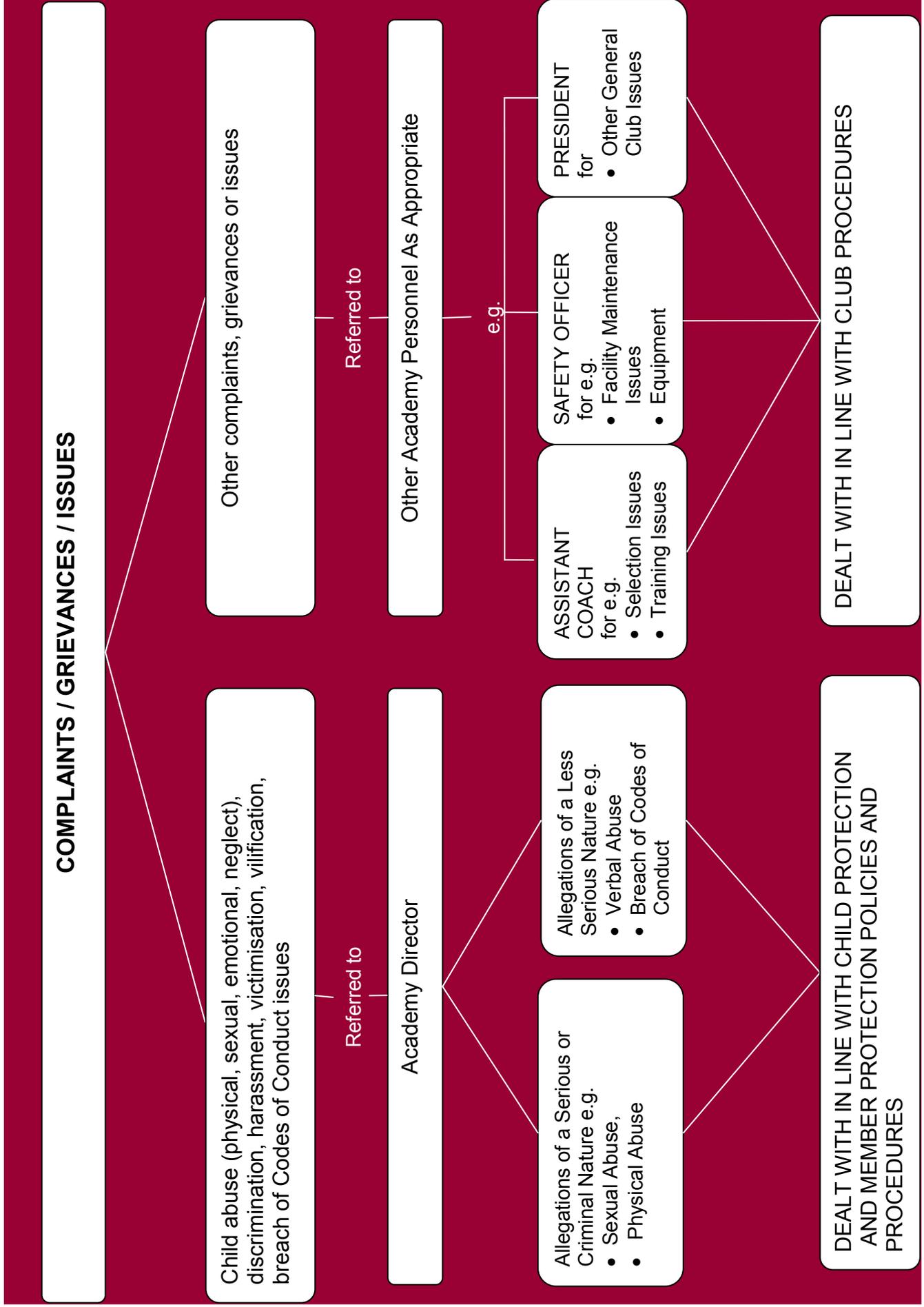
### **Factors to consider when imposing discipline**

The form of discipline to be imposed on an individual will depend on factors such as:

- Nature and seriousness of the behaviour or incidents;
- In a case where action is taken concurrently with or in lieu of a resolution of a formal complaint, the wishes of the complainant;
- If the individual concerned knew or should have known that the behaviour was a breach of the policy;
- Level of contrition of the respondent(s);
- The effect of the proposed disciplinary measures on the respondent(s) including any personal, professional or financial consequences;
- If there have been relevant prior warnings or disciplinary action; and/or
- If there are any mitigating circumstances such that the respondent(s) shouldn't be disciplined at all or not disciplined so seriously.



# COMPLAINTS FLOWCHART



# Appendix



# Appendix Index

	Page Number
Queensland Child Protection Requirements	15
Role Specific Codes of Conduct	
- Players	17
- Coach	18
- Officials	19
- Spectator / Parents	20
Forms	
- Confidential Record of Informal Complaint	21
- Confidential Record of Child Abuse Allegation	23
The following guidelines should be widely distributed to relevant personnel	
- Coaches and Officials	25
- Parents	27
- Transport of Players/Participants	28
- Overnight Trips	29
- The Use of Images of Children	30





## QUEENSLAND CHILD PROTECTION REQUIREMENTS

*This information is subject to change at any time. Refer to the Queensland Commission for Children and Young People and Child Guardian's website: [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au) or contact 1800 688 275.*

In Queensland the *Commission for Children and Young People and Child Guardian Act 2000* requires people who work with children under 18 years of age in certain categories of paid or voluntary employment or those who operate child-related businesses, to undergo a Working with Children Check. The Working with Children Check is a comprehensive assessment of a person's suitability to work with children based on their criminal history and teacher registration, if any. Those found suitable to work with children and young people are issued a suitability card, or blue card. **The blue card must be renewed every two years.**

### Academy requirements

All Champs Tennis Academy are responsible for applying to the Queensland Commission for Children and Young People and Child Guardian (CCYPCG) for Working With Children Checks on employees and volunteers who work with children or young people.

All our volunteers and certain paid employees that work with children or young people in the following categories of employment must apply for a blue card:

- schools - employees other than teachers including non-teaching staff
- private teaching, coaching or tutoring
- education programs conducted outside of schools
- sport and active recreation

Categories marked with \* are retrospectively screened. This means all people who work in these categories of employment must hold a blue card regardless of when they started work.

Application forms for us to apply for a suitability notice for a paid employee, volunteer or person carrying on a regulated business can be downloaded from [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au). Screening for volunteers is free and for paid employees and people carrying on a regulated business is \$40.00 at the time of writing this policy.

1. **Employees** who work, or are likely to work, with children and young people for at least:

- eight consecutive days, or
- once a week, each week, over four weeks, or
- once a fortnight, each fortnight, over eight weeks, or
- once a month, each month over six months





Paid employees can begin or continue to work in regulated employment while waiting for the outcome of their blue card application.

People working in regulated employment, which is 'one-off' or on a short-term basis (where the duration of their employment is less than that listed above) are not required to undergo a criminal history check.

If the academy knows or reasonably suspects that an employee who is not retrospectively checked has a criminal history relevant to the working with children or young people, the academy can apply for a blue card for that person. The application form for this is a 'Current Employee blue card application form'.

Recent amendments to the Act require the academy to develop and implement a risk management strategy to promote the well-being of children in their care and protect them from harm.

The strategy caters for the following types of employees:

- A person who has started work pending the outcome of their blue card application
  - A blue card holder
  - A person in regulated employment who is not required to hold a blue card, and
  - A person who the Commissioner is reassessing.
- **Volunteers** working with children in our association/club must have a criminal history check. Application forms for us to apply for a suitability notice for a volunteer can also be downloaded from [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au). Screening for volunteers is free.





## CODE OF CONDUCT - PLAYER

All Juniors will display a HIGH level of sportsmanship and perform to the best of their ability at all times. They will follow the "Code of Conduct" rules at all times and at all tennis venues. This means juniors must:

- **Remain inside the tennis grounds during their designated tennis activity**
- **Be sun smart, this means wearing a hat, sunscreen & drinking plenty of water**
- **Be fair & honest during coaching/competition & treat all others with respect**
- **Never throw your tennis racquet or verbally show your temper**
- **Never verbally or physically abuse another player/person at any tennis venue**
- **Keep your noise to an acceptable level, so as not to distract other players**
- **During competition, recognize and applaud all players good shots**
- **When playing a match without an umpire, players will call lines at your end, the ball is to be played as "in". If the ball is out, it MUST be called as it bounces.**
- **Never dispute the opposition's line calls – if a player feels as though their opposition is not being fair, approach the coach/supervisor to settle any and all disputes.**
- **Foot faulting is an unfair advantage and is a rule in tennis for a reason. Foot faulting is unacceptable and will be called by the coach/umpire. However foot faults cannot be called by the opposition or onlookers.**
- **Players will remember the score and call the score accurately**
- **Players will always respect the decisions of the coach/umpire/supervisor**
- **When watching a match applaud all players efforts – not just your team mates**
- **Never interfere with a match in progress**
- **Do not run behind a court whilst a point is being played**
- **Always attempt to keep your tennis balls on your own court**
- **If a ball comes onto your court during a point, the point is stopped and replayed**





## CODE OF CONDUCT - COACH

- Follow the “Code of Conduct” rules at all times and at all tennis venues
- Remember that children play sport for their enjoyment, not yours
- Parents and spectators are NOT permitted on the tennis court during any match unless directed by the coach/official. Coaching from the sideline is NOT ACCEPTABLE
- Encourage children to participate – do not force participation upon them
- Focus on the child’s effort and self esteem rather than whether they win or lose
- Encourage children to always participate according to the rules
- Never ridicule or yell at a child for making a mistake or losing a game or match
- Remember that children learn best by example – applaud the efforts of all players
- Support all efforts to remove verbal and physical abuse from sporting activities
- Show appreciation of volunteers, coaches, officials and administrators, without whom children could not participate
- Respect umpires’, referees and officials decisions and teach children to do likewise
- Remember children are not playing for sheep stations

Most importantly, remember that all juniors are playing this game for enjoyment. All players are only expected to have fun and improve their skills, not to win at all costs. Focus on playing good tennis – not winning!





## CODE OF CONDUCT - OFFICIAL

- Be impartial! Also, be consistent, objective and courteous.
- Place the safety and welfare of the players above all else; be alert to minimise dangerous physical play, fair or foul, especially in junior matches.
- Accept responsibility for all actions taken.
- Avoid any form of verbal contact with coaches, team officials, parents and spectators during play.
- Avoid any situation which may lead to a conflict of interest, both on and off the field.
- Maintain an appropriate level of fitness for the standard of game at which you are officiating.
- Condemn all and every instance of unsportsmanlike, foul or unfair play.
- Set a good example by the way you dress, speak and act towards players, coaches, officials, parents and spectators.
- Show concern and caution towards sick and injured players.
- Officiate to the age and/or experience of the players.





## **CODE OF CONDUCT - SPECTATOR / PARENTS**

- **Condemn all violent or illegal acts, whether they are by players, coaches, officials, parents or spectators.**
- **Respect the umpire's decisions – don't complain or argue about calls or decisions during or after a game.**
- **Behave! Unsportsmanlike language, harassment or aggressive behaviour will not be tolerated.**
- **Encourage players to play by the rules and to respect opposition players and officials.**
- **Never ridicule or scorn a player for making a mistake – respect their efforts.**
- **Understand that sport is part of a total life experience, and the benefits of involvement go far beyond the final score of a game.**
- **Participate in positive cheering that encourages the players in the team you are supporting; do not engage in any cheering that taunts or intimidates opponents, their fans or officials.**
- **Remember that children participate in tennis for their own enjoyment, not yours!**
- **At all times follow the directions of the Ground Manager and/or other match day staff.**
- **Never arrive at a tennis game under the influence of alcohol, never bring alcohol to a tennis game and only drink alcohol, if it is available, in a responsible manner in the designated licensed area.**





<p>Nature of complaint          (category/basis/grounds)</p> <p>Can tick more than one          box</p>	<table border="0"> <tr> <td><input type="checkbox"/> Harassment</td> <td><input type="checkbox"/> Discrimination</td> </tr> <tr> <td><input type="checkbox"/> Sexual/sexist</td> <td><input type="checkbox"/> Selection dispute</td> </tr> <tr> <td><input type="checkbox"/> Sexuality</td> <td><input type="checkbox"/> Personality clash</td> </tr> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Bullying</td> </tr> <tr> <td><input type="checkbox"/> Religion</td> <td><input type="checkbox"/> Verbal abuse</td> </tr> <tr> <td><input type="checkbox"/> Pregnancy</td> <td><input type="checkbox"/> Physical abuse</td> </tr> <tr> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Victimisation</td> </tr> <tr> <td><input type="checkbox"/> Child Abuse</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other .....</td> <td></td> </tr> </table>	<input type="checkbox"/> Harassment	<input type="checkbox"/> Discrimination	<input type="checkbox"/> Sexual/sexist	<input type="checkbox"/> Selection dispute	<input type="checkbox"/> Sexuality	<input type="checkbox"/> Personality clash	<input type="checkbox"/> Race	<input type="checkbox"/> Bullying	<input type="checkbox"/> Religion	<input type="checkbox"/> Verbal abuse	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Disability	<input type="checkbox"/> Victimisation	<input type="checkbox"/> Child Abuse		<input type="checkbox"/> Other .....	
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<input type="checkbox"/> Other .....																			
<p>Feelings expressed by          complainant          (completing this may help to          separate emotional content          from facts)</p>																			
<p>What they want to          happen to fix issue</p>																			
<p>What information I          provided</p>																			
<p>What they are going to          do now</p>																			

This record and any notes must be kept in a confidential place – do not enter it on a computer system.





Police contacted	Who: When: Advice provided:
Government agency contacted	Who: When: Advice provided:
CEO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position in Organisation: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential place and provided to the relevant authorities (police and government) should they require them.



## GUIDELINES

### Coaches and Officials

Coaches and officials need to be aware that not all children will understand an action or request in the same manner. One child may see an action as usual or acceptable behaviour while another may find it unacceptable. A child's interpretation of an action may also be influenced by cultural and religious differences, gender and prior experiences. It is important therefore to be aware of your communication style.

The following principles or actions may help coaches provide a safe environment.

- Ensure your actions are at all times unambiguously professional. Give a verbal explanation, in front of all players (and preferably parents as well) of how, where, when and why you may need to touch players.
- Remember that the welfare of the child or children is always of paramount importance.
- Know the policies, complaint processes and guidelines under the Child Protection Risk Management Program and how they apply to you.
- Understand and commit to All Champs Tennis Academy coaches and officials codes of conduct.
- Understand how the child protection legislation in your state/territory may affect you.
- Be careful about which part of your body is and how much of it is in contact with a child's body.
- Avoid unaccompanied and unobserved activities with children. Try not to separate yourself and a child from the line of sight of other people. If you need to have a private talk with a child about their ability or behaviour, do this in an open place near others. Invite another coach or support person to join the conversation or talk to more than one child at a time.
- Have sufficient coaches/assistants for effective supervision based on the age and number of children involved. Provide for disability considerations in regard to supervision.
- Use positive and age-appropriate language when talking to and in the presence of children. Avoid bad or aggressive language that could intimidate a child or set a bad example.
- Before entering change rooms knock or announce that you will be coming in and try to have at least one other adult with you. Do not isolate yourself and a child from others in the change room.
- Have a academy policy that if a parent is late picking up their child that the second to last child and their parent or guardian will wait with you and the child. This will also enable you to concentrate on making contact with the parent.
- Avoid the risk of being left alone with a child by having a parent, guardian or support person assist you with the training. Require that person to wait with you until all children have left.
- Do not engage in or let others engage in any of the following: -
  - Abusive initiation or team bonding activities
  - Forcing children into 'macho type' activities





- Regular scapegoating, ridiculing, rejecting, isolating or taking the 'mickey' out of a child
- Maintain control – avoid losing your temper (verbally or physically). If you find you regularly lose your temper with children you should seek support or consider whether you have the patience to work with children. Some ideas to assist with maintaining control include: -
  - Give positive messages.
  - Have a time out area for children that are not behaving.

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Page 26





## GUIDELINES

### Parents

Parents often turn to sport as a safe place for children to build character, develop skills, learn valuable lessons and to have fun. While involvement in sport remains a positive experience for most participants, parents are now aware that children can face the risk of being harassed and abused in sport. In addition to clubs, parents can also play a key role in creating a safe environment for children in sport.

The following actions will help parents contribute to providing a safe environment.

- Get involved and get to know your child's coach. Maintain open and frank communication. If things occur that disturb you, talk to the coach about them.
- Speak out when you hear language or attitudes that contribute to a negative or unsafe environment. You may wish to pursue your issues with the club executive.
- Be careful not to put coaches on pedestals. Tell your children its okay to say 'no' if the coach is doing something that makes them feel 'creepy'.
- Make an effort to attend training and games whenever you can.
- Be wary of private, closed training sessions. If they occur on a regular basis ask the coach for an explanation.
- Be wary of any increases of the amount of time the coach spends with your children beyond the training session.
- If you volunteer in sport and ask to take part in screening, accept this as a positive step to keep children safe.
- Make sure you are not part of the problem. Don't sling verbal abuse at referees, coaches or others.
- Know and abide by the Parents Code of Conduct, and encourage others to do the same.
- Encourage your child to play by the rules.
- Never ridicule your child for making a mistake.





## GUIDELINES

### Transport of Players/Participants

Ideally all players/participants should have their own transportation to and from sporting events. You should only provide transportation when:

- The driver is properly licenced
- Other players/participants/parents/guardians are in the vehicle
- The ride has been approved by parents/guardians
- The ride is directly to/from sports or recreation facilities
- You should also call someone and tell them what you are doing, the exact time you are leaving – so that you are accountable for your time.





## GUIDELINES

### Overnight Trips

- Always have more than one adult with children on an overnight trip/camp.
- There should always be more than one adult with a group of children, even if the number of children is small.
- Do not separate yourself and children from other adults.
- Obtain separate sleeping accommodation from the children (adults in separate rooms). However, ensure that adults are within hearing distance of the children to be able to respond to any alarm raised by a child.
- If an alarm is raised by a child more than one adult should respond.





## GUIDELINES

### The Use of Images of Children

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports web sites and other publications. Evidence in Australia indicates that information posted on an Internet site or published in a magazine or newspaper can be used to target children, to locate them, and then to condition or groom them. Additionally images can be used or adapted for inappropriate use. The end result is that in spite of the best intentions on the part of the publisher, children can end up being victims of abuse. All Champs Tennis Academy needs to be aware of these potential risks and take appropriate steps to address them.

#### Acquiring Images

- Permission needs to be obtained from the player's parent/guardian prior to taking the image. Ensure that they are aware of the way in which the image may be used.
- Request that professional photographers and/or spectators taking photographic/video images register with the club and gain permission.
- Clearly outline with professional photographers that all images taken will remain the property of the academy, and cannot be used or sold for any other purpose. Clearly outline that all negatives/proofs etc. need to be destroyed or given to the academy at the conclusion of the photo opportunity.
- Clearly outline and publicise what is considered appropriate behaviour and content to those taking photographic/video images.
- Do not allow unsupervised or individual access to players.
- Do not approve photo/video sessions outside the event venue or at a player's home.
- Provide details of who to contact if concerns or complaints of inappropriate photographic behaviour or content are raised.

#### Displaying Images

- Consider using models or illustrations for promotional/advertising purposes.
- Permission needs to be obtained from the player's parent/guardian prior to using their image. Ensure that they are aware of the way in which the image is to be used and how long the image will be displayed when used on a website.
- If the player is named, avoid using their image.
- If an image is used, avoid naming the athlete. If this is not possible avoid using both a first name and surname.
- Do not display personal information such as residential address, Email address or telephone numbers without gaining consent from a parent/guardian first.
- Do not display information about hobbies, likes/dislikes, school etc. as these can be used as grooming tools by paedophiles or other persons.
- Only use appropriate images of the player, relevant to the sport or activity, and suitably clothed. Images of players in an activity that involves minimal clothing or unusual body





positions/poses, which could potentially be misused, should focus on the activity not on a particular child and avoid full face and body shots.

- Reduce the ability for the direct copying of pictures from a website to another source (i.e. disable the 'right mouse click' function).
- Provide details of who to contact if concerns or complaints of inappropriate image use are raised.

