



SPORT CLIMBING AUSTRALIA

CHILD SAFE SPORT CODE OF CONDUCT SPORT CLIMBING AUSTRALIA LIMITED

Date: [insert]



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1. **PURPOSE**

Sport Climbing Australia Limited (**SCA**) seeks to provide a safe, fair and inclusive environment for everyone involved in *the* organisation and in our sport.

This includes providing everyone involved in our organisation and in our sport including children and young people with a positive and enriching sporting environment that promotes their participation and development in the sport.

We are committed to safeguarding everyone involved in our organisation and in our sport including children and young people in our care and ensuring that they feel, and are, safe. Accordingly, we wish to ensure that our personnel strive for the highest possible standards with respect to safeguarding children and young people from abuse. To that end we have developed this Code of Conduct to identify and prevent behaviour that may be harmful to the children and young people in our sport.

Part of this commitment to children and young people in our sport means that inclusive of those from a range of different backgrounds. This includes but is not limited to Aboriginal and Torres Strait Islander children and young people, children and young people with a disability LGBTI children and young people and children and young people from culturally and linguistically diverse backgrounds.

Developed to protect children and young people engaged in our sport, this document have been formally approved and endorsed by our Board.

As part of your commitment to observing this Code of Conduct you will be required to sign the Member Protection Declaration.

We consider a failure to observe the requirements in this document as misconduct, and will take appropriate disciplinary action. In addition to any internal disciplinary proceedings, we will report to the police all instances in which a breach of the law has or may have occurred.

There may be exceptional situations where these guidelines do not apply, for example, in an emergency situation. It is crucial however that, where possible, you seek management authorisation prior to taking action that contravenes these guidelines or that you advise management as soon possible after any incident in which these guidelines are breached.

1.1 **Who is bound by this policy?**

All persons involved including everyone involved in our organisation and in our sport including, from our Board and senior managers to casual staff and volunteers, coaches, officials and athletes are required to observe this Code of Conduct.



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2. RESPONSIBILTIES

Position	Responsibility
CEO/Executive Officer/Manager	<p>Implement policy and procedures across the organisation</p> <p>Ensure personnel have access to and understand this policy and related procedures</p> <p>Ensure all managers/supervisors have access to support and advice to understand and implement procedures</p>
Workforce/HR/Quality/People & Culture	<p>Review and update this document and supporting resources in consultation with relevant stakeholders</p> <p>Support the coordination of the MPP and implementation</p> <p>Provide training and advice in the application of procedures</p>
Managers/ Supervisors	Ensure procedure is followed and implemented
Employees/ Volunteers	Compliance with procedure.

3. KEY REQUIREMENTS

We require certain standards of behaviour all persons involved in our organisation and in our sport.

Our code of conduct is underpinned by the following core values:

- Act within the rules and spirit of our sport.
- Display respect and courtesy towards everyone involved in our sport and prevent discrimination and harassment.
- Prioritise the safety and well-being of children and young people involved in our sport.
- Report any behaviour which is breach of this code to help prevent the abuse of children and young people in our sport.
- Encourage and support opportunities for participation in all aspects of our sport.

Sexual misconduct



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

'Sexual behaviour' must 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; and
- 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

3.1 Positive guidance and discipline

We strive to ensure that children and young people participating in our sport are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. There are times however when personnel may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment; and
- the safety and/or wellbeing of children, young people or personnel participating in sport.

We require all persons to use strategies that are fair, respectful and appropriate to the developmental stage of the children or young people involved. The child or young person needs to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

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

3.2 Adhering to professional role boundaries

All persons should not, of their own volition or at the request of a service user, act outside the confines of their duties (as specified in their position description) when involved in our sport.

Every staff member and volunteer must NOT:

- provide unauthorised transportation to children or young people, for example, from school to club. Authorisation must be provided using a Transport Approval Form.
- engage in activities with children or young people who are clients/members of our sport outside authorised programs/competitions/training sessions/camps.



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- provide any form of support to a child or young person or their family, unrelated to our sport.
- seek contact with children or young people (or former participants) outside sport, either via social media or any other means.
- accept an invitation to attend any private social function at the request of a child or young person who has participated, or is participating, in our sport – or at the request of their family. A possible exception to this rule is where a family link or social relationship existed before a role in the sport began.

If anyone becomes aware of a situation in which a child or young person requires assistance that is beyond the confines of that person's role, or beyond the sporting environment, they should undertake any or all of the following at the earliest opportunity:

- refer the matter to an appropriate support agency if there is any risk to the child or young person;
- refer the child or young person to an appropriate support agency;
- contact the child or young person's parent or guardian;
- seek advice from the appropriate person in management.

3.3 Uniform

All persons should only wear their uniform while involved in delivering service or as required by our organisation, such as when representing our organisation at designated functions, to and from work, or when conducting programs involving within schools or during competition.

3.4 Use of language and tone of voice

Language and tone of voice used in the presence of children and young people should:

- provide clear direction, boost their confidence, encourage or affirm them
- not be harmful to children – in his respect, avoid language that is:
 - discriminatory, racist or sexist
 - derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat'
 - intended to threaten or frighten
 - profane or sexual.



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3.5 Supervision

All persons are responsible for supervising the children and young people engaged in sport to ensure those participants:

- engage positively with our sport
- behave appropriately toward one another
- are in a safe environment and are protected from external threats.

All persons are required to avoid one-to-one unsupervised situations with children and young people with whom we deal or to whom provide services, and (where possible) to conduct all activities and/or discussions with them in view of other personnel.

3.6 Use of electronic or online communications

We prohibit all electronic communication from our staff and volunteers and children and young people with whom we deal or to whom we provide services – without the express permission of parents. Once permission is granted it should be recorded and wherever possible, email and text messages sent to a child or young person should be copied to their parent or guardian.

Where a parent is not included in the communication:

- Restrict such communication to issues directly associated with delivering our sport, 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. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature.
- Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
- Do not request a child or young person to keep a communication a secret from their parents.
- Do not communicate with children or young people using Internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.
- Do not request to be linked to individual children or young people through social media, or follow or make comments on their social media activities.

All persons are required to ensure appropriate monitoring of children and young people when they use our organisation's electronic communication equipment to ensure that they



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do not inadvertently place themselves at risk of abuse or exploitation via social networking sites, gaming sites or through web searches, or inappropriate email communication.

3.7 Giving gifts

Gifts to children or young people or to their families, involved in our sport including rewards, treats, second-hand equipment or prizes awarded as part of authorised events or competitions must be approved by both the organisation and the parents or guardians of the child or young person.

3.8 Photographs of children and young people

We permit only organisational photography within our sport– approved by our Communications and Marketing team – of children and young people involved in our sport. All images require an approval waiver to be used, either part of conditions of entry, individual approval for promotional and media images, or approval from schools under existing parental agreements.

Images and media are managed and controlled by the Communications and Marketing team and are only used for official promotional and marketing purposes.

Note that the general rule is that where a sport or sporting activity is taking place on public place it is legal for anyone (including parents) to take pictures of sporting activities without permission. There are some exceptions to this rule depending on the state or territory law where the photo is deemed indecent or offensive and it may constitute an offence. For private property the general rule is permission is required and restrictions on photography can be imposed (for sporting grounds for example). Please refer to the appropriate state, territory and national legislation for specifics and incorporate as necessary into your sport's policy.

Children and young people with whom we deal or to whom we deliver service are to be photographed while involved in our sport only if:

- our CEO or persons designated authority by the CEO has granted prior and specific approval;
- the context is directly related to participation in our sport;
- the child is appropriately dressed and posed;
- the image is taken in the presence of other personnel.

Images are not to be distributed (including as an attachment to an email) to anyone outside our organisation other than the child photographed or their parent, without management knowledge and approval.

Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others, for example if in:



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- hard-copy form, in a locked drawer or cabinet;
- electronic form, in a 'password protected' folder.

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

Images are not to be exhibited on our website or in publications (annual report) without parental knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental.

3.9 *Physical contact with children and young people*

Any physical contact with children and young people must be appropriate to the delivery of our sport such as technical instruction and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of our personnel.

Under no circumstances should any personnel have contact with children or young people participating in our sport that:

- involves touching:
 - of genitals;
 - of buttocks;
 - of the breast area;
 - that is other than as part of delivering medical or allied health services
- would appear to a reasonable observer to have a sexual connotation;
- is intended to cause pain or distress to the child or young person – for example corporal punishment;
- is overly physical (for example, wrestling, horseplay, tickling or other roughhousing);
- is unnecessary (for example, assisting with toileting when a child does not require assistance);
- is initiated against the wishes of the child or young person, except if such contact may be necessary to prevent injury to the child/young person or to others, in which case:
 - physical restraint should be a last resort;



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- the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child or young person to prevent harm to themselves or others; and;
- the incident must be reported to management as soon as possible.

All persons are required to report to management any physical contact initiated by a child or young person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the child or young person, our personnel and any other participants.

3.10 *Overnight stays and sleeping arrangements*

Overnight stays are to occur only with the written authorisation of the High Performance Management Team and written approval of management and of the parents/guardians of the children or young people involved. Such approval needs to be prior written approval.

Examples of prior written approval could include electronic messaging formats such as email or SMS. Attendance by children or young people at formal events like an annual awards event is only permitted with a parent or guardian travelling and attending with them.

Practices and behaviour by all persons involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport at other times.

Standards of conduct that must be observed by all persons involved during an overnight stay include:

- providing children and young people with privacy when bathing and dressing;
- observing appropriate dress standards when children and young people are present – such as no exposure to adult nudity;
- not allowing children or young people 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 involving sleeping arrangements that may compromise the safety of children and young people such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a child or young person;
- the right of children to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay;
- parents expecting that their children can, if they wish, make contact.



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3.11 *Change room arrangements*

All persons involved are required to supervise children and young people in change rooms while balancing that requirement with a child or young person's right to privacy. In addition:

- avoid one-to-one situations with a child or young person in a change room area, ensuring that all persons do not undress or are permitted to use the change room with a child or young person unless there are other people present;
- all persons need to ensure adequate supervision in 'public' change rooms when they are used;
- all persons need to provide the level of supervision required for preventing abuse by members of the public, adult service users, peer service users, or general misbehaviour, while also respecting a child's privacy;
- female personnel are not to enter male change rooms and male personnel are not to enter female change rooms.

3.12 *Use of, possession or supply of alcohol or drugs*

While on duty, all persons must not:

- use, possess or be under the influence of an illegal drug;
- use or be under the influence of alcohol;
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs;
- supply alcohol or drugs (including tobacco) to children and young people participating in our sport.

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with your ability to care for children involved in our service. See our organisation's Illicit Drugs policy.

3.13 *Transporting children*

Children and young people are to be transported only in circumstances that are directly related to the delivery of sport for example team transport to and from competition and training.

Children and young people are to be transported only with prior authorisation from management or other persons designated with authority and with prior and specific written approval from the child/young person's parent/guardian. Such approval needs to be in writing. Examples of prior written approval could include electronic messaging formats such as email or SMS.



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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 our personnel and players who are involved in delivering our sport.

3.14 Communicate

We communicate our Code of Conduct requirements to all persons who are working with children and young people in our organisation. We involve all persons in reviews of our Code of Conduct requirements. We communicate any significant alterations to our Practice and Behaviour requirements and resources to all personnel.

4. MONITOR AND REVIEW

This document will be reviewed annually, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

5. ATTACHMENTS

[Note: You might choose to include a General Code of Conduct, along with codes of conduct for administrators, coaches, umpires/referees, players (junior and senior) and/or others associated with your sport.

Codes of conduct are not binding on non-members, such as parent/guardians and spectators, unless they have signed the code or another document in which they agree to be bound by the code. It may therefore be difficult for you to discipline a parent/guardian or spectator under this policy.

NSOs, state associations and individual clubs are encouraged to seek that all parents, coaches, officials, administrators and other relevant persons sign an agreement to be bound by this policy and/or any Code of Conduct.]