



CHILD SAFETY CODE OF CONDUCT

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EXTERNAL USE

CHILD SAFETY CODE OF CONDUCT

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Child Safety Code of Conduct Foundation

Purpose	The purpose of this Code of Conduct is to ensure the protection children and young people, whilst complying with the SALAA's Child Safety Framework .
Scope	<p>In scope of this document is applicable to all children and young people who participate in any way in Little Athletics and includes:</p> <ul style="list-style-type: none">• SALAA.• Affiliated Clubs.• SALAA Personnel.• Athletes, Coaches, Officials and Volunteers.• Spectators.• Parents and Guardians. <p>This document forms part of our Child Safe Framework.</p>
Intended Users	<p>Intended users of the Child Safety standards are:</p> <ul style="list-style-type: none">• SALAA Board, executive leadership team, staff, officials, and coaches.• Athletes.• Parents and guardians of children and young people.• Affiliated club committees, coaches, members, and volunteers.

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Prerequisites

The following people legally require a Working with Children Check (WWCC)

- All committee members.
 - All Officials.
 - All Coaches.
 - Any person chaperoning an age group in which they do NOT have a child participating.
 - Any person who is involved in an event in which they do not have a child participating.
 - Any person who volunteers at the club on a regular basis and who are over 14 years of age.
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1. Child Safety Code of Conduct Expectations

1.1 Responsibilities and Accountabilities

Principles

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

Our codes of conduct are underpinned by the following principles:

- To act within the rules and spirit of our sport.
- To display respect and courtesy towards everyone involved in our sport and prevent discrimination and harassment.
- To prioritise the safety and well-being of children and young people involved in our sport.
- To report any behaviour which is in breach of this code to help prevent the abuse of children and young people in our sport.
- To encourage and support opportunities for participation in all aspects of our sport.
- To encourage a culture of watching, listening and notifying child behaviour.

SALAA Board Responsibility

SALAA Board is responsible for:

- Oversight of the child safety framework, systems and processes.

CEO Responsibility

Chief Executive Officer (CEO) is responsible for:

- Implementation of policy and procedures across the organization.
 - Ensure personnel are aware and has access to and understand this policy and related procedures.
 - Ensure all managers/supervisors have access to support and advice to understand and implement procedures.
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SALAA Staff Responsibility

SALAA Staff are responsible for:

- Compliance with Code of Conduct.
 - Provide training and advice in the application of the Code of Conduct to Affiliated Clubs.
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Affiliated Clubs Responsibility

Affiliated Clubs are responsible for:

- Compliance with Code of Conduct.
 - Provide training and advice in the application of the Code of Conduct to Parents, Athletes and Volunteers.
 - Promoting, enforcing, and recording non-compliance.
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1.2 Commitment to Child Safety

Duty of Care

Everyone at SALAA has a responsibility to care for and protect all children and young people who participate in its activities. For any concerns or refer to the Child Safe Standard.

Child Safe Commitment

As a child-safe organisation we are committed to protecting children from physical, sexual, emotional and psychological harm and from neglect.

Positive Environments

We aim to ensure that children and young people participating in Little Athletics are aware of the acceptable limits of their behavior so that we can provide a positive experience for all participants.

Disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening, intimidating or humiliating will not be tolerated.

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2. Expected Behaviors

2.1 Behavioral Guidelines

Behavioral Guidelines

The following outlines do's and don'ts guidelines when dealing with children and young people. For the purpose of this document when children are referred to it encompasses "children and young people".

Parent/Guardian Involvement

Encourage parents and guardians to be present at all times. Parent / Guardian involvement is essential to the conduct of Little Athletics and assists in minimising the risks to child safety.

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2.2 Maintaining Appropriate Boundaries

When Dealing with Children all club and association personnel/adults should strictly adhere to the boundaries of their roles in a professional manner.

Do:

- Be clear about your role within the club/association.
- Contact a child through their parents.
- Ask a child permission to touch them if necessary.
- Only touch an athlete if appropriate to the delivery of our sport such as technical instruction and based on their needs.
- Transport children with prior approval of parent and guardian and only in connection with activities directly relating to the sport.

Don't:

- Go beyond your role within the club/association.
 - Don't communicate or contact a child outside of the role requirements.
 - Don't make physical contact with a child unless it is part of the role and then ask permission and be within sight of others.
 - Have or attempt to have an intimate relationship with people under 18.
 - Give money, personal gifts or special favours.
 - Offer overnight/weekend/holiday care.
 - Go into an isolated room alone with a child.
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2.3 Use of Language

Both verbal and body language are important in communicating positively with children.

Do:

- Be respectful in all communication.
- Be encouraging and positive.
- Address any negative or inappropriate language of children or others.
- Be aware of what you say and how it may be interpreted – use age-appropriate language.

Don't:

- Say harmful or negative comments designed to denigrate, humiliate, or intimidate.
 - Have inappropriate conversations or make inappropriate jokes or innuendos.
 - Swear, use obscene/sexual language or gestures.
 - Make inappropriate comments about the child, their appearance, race, gender, disability, or their personal situation.
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2.4 Supervision of Children and Young People

All persons in authority or with a defined role have a responsibility to supervise children while involved in Little Athletics.

Do:

- Behave appropriately.
- Set a good example.
- Maintain a safe environment and ensure children are protected from known threats.
- Ensure appropriate supervision of children in public change rooms or toilets.
- Incorporate a buddy system.

Don't:

- Allow a child to leave with an unauthorised person.
 - Be alone with a child – avoid change rooms where possible.
 - Enter opposite sex change rooms, except in an emergency.
 - Be incapacitated or under the influence of drugs or alcohol when supervising children.
 - Supply drugs or alcohol to children.
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2.5 Use of Electronic or Online Communications

Communicating with a child or young person should be appropriate and limited to the sport at all times.

Do:

- Restrict communication to issues directly associated with delivering our sport.
- Get permission from parent if you are to communicate electronically with the athlete.
- Record that you have permission to communicate directly.
- Copy parents in on any communication where possible.

Don't:

- Use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
 - Request a child or young person to keep a communication a secret from their parents.
 - Communicate using internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.
 - Request to be linked to individual children through social media or follow or make comments on their social media activities.
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2.6 Photographs

Photographs can form an important part of SALAAs image however they must be appropriate, show the child and the sport in a positive light and always have permission from parents / guardians to be used.

Do:

- Make sure that permission from parents / guardians is gained to take and share photographs of children.
- Share positive and appropriate photographs.
- Store images in a manner that prevent unauthorised access.

Don't:

- Take indecent or offensive photographs.
 - Distribute photographs without consent.
 - Identify a child without express permission.
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2.7 Overnight Stays and Sleeping Arrangements

All overnight stays must only occur with SALAAs authorisation and permission of parents/guardians. Practices and behaviour by all persons involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of little athletics as outlined in our Child Safe Framework.

Do:

- Provide children with privacy when bathing and dressing.
- Observe appropriate dress standards when children are present.
- Allow children and their parents contact if either party wishes.

Don't:

- Sleep in the same bed as a child.
- Allow children to be exposed to unsuitable or age-inappropriate material, movies, internet etc.
- Leave children under the supervision or protection of unauthorised person and/or in an enclosed setting with one person.

2.8 Communicate, Monitor and Review

Communicate

We communicate our Code of Conduct requirements to all persons who are working with children and young people in our organisation. We will communicate any significant alterations as they occur.

Monitor

SALAA will formally and informally monitor compliance with this Code of Conduct.

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Review

This document will be reviewed at least annually, in consultation with interested parties.

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3. Definitions and References

3.1 Definitions

Inappropriate Behaviour Unacceptable behaviour within SALAA context is behaviour that, having regard to all of the circumstances, would be considered: unlawful; offensive, belittling, abusive or threatening to youth and/or adverse to their morale, health, safety and wellbeing; or otherwise not in the interests of SALAA.

Child Abuse Child Abuse, which relates to abuse of a person under the age of 18 years (youth), is intended to have its broadest meaning and includes Child Sexual Abuse or other Sexual Exploitation, including Grooming and Unacceptable Sexual Relationship; Physical Abuse; Emotional/Psychological Abuse; Neglect; and Exposure to Family/Domestic Violence.

Child Sexual Abuse Child Sexual Abuse refers to the spectrum of coercive and harmful sexual acts perpetrated against children and young people.

3.2 References

Child Safe Environments Compliance Statement A Child Safe Environments Compliance Statement provides assurance that the organisation has child safe environment policy(ies) in place, reviews their policy(ies) every 5 years and meets Working with Children Check obligations.

Child Safe Framework The Child Safe Framework forms part of SALAA's proactive approach and commitment to the safety and wellbeing of all Children who access our activities, programs, services, or facilities. The Framework is the system of rules, ideas, or beliefs that is used to plan or decide how to meet our child safe commitments.

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Child Safety Policy	The policy that outlines SALAA’s commitment to protecting children and young people within Little Athletics
Child Safety Standard	The standard that outlines the actions and expectations of SALAA to support this policy.
Club Specific Policy Template	A template provided for Clubs to adopt, based on the content of SALAA’s corresponding policy.
Code of Conduct (Behaviour)	Outlines the accountabilities and responsibilities for all Stakeholders within SALAA in behavioural expectations. This must be adopted by all SALAA Affiliated Clubs.
Code of Conduct (Child Safety)	Outlines the expected behaviours of everyone in Little Athletics towards children and young people. This must be adopted by all SALAA Affiliated Clubs.
Complaints Handling & Disputes Resolution Procedure	The Complaints Handling and Dispute Resolution Procedure provides the steps to be taken to deal with any grievance or complaint referred to SALAA.
Legal Register	The Legal Register details legislation that SALAA has to be compliant with due to the activities it carries out. Refer to the Legal Register for legislative reference for this policy.
Member Protection Policy (MPP) Template	Outlines how SALAA Affiliated Clubs meet their obligations to provide a safe environment for all, and to ensure there is responsible behaviour and fair decision-making. A template is available for all Clubs to adapt and adopt.
Working with Children Check	A Working with Children Check is an assessment of whether a person poses an unacceptable risk to Children.