



# Child Safety Policy

Wide Bay Gymnastics Club Inc.

## Our Commitment

**This policy applies to:**

- **Committee members**
- **Coaches and staff**
- **Volunteers**
- **Contractors**
- **Parents and carers**

Wide Bay Gymnastics Club is committed to providing a safe, supportive and inclusive environment where all children feel respected, valued and protected.

We have zero tolerance for child abuse, harm or neglect.

Child safety is everyone's responsibility.

## Our Child Safety Values

**We will:**

- Always act in the best interests of children
- Listen to and respect children's voices
- Take all concerns seriously
- Promote inclusion, fairness and respect
- Provide a safe environment for all children, including Aboriginal and Torres Strait Islander children

## Code of Behaviour

### Adults MUST

- Treat all children with respect and dignity
- Use appropriate language at all times
- Ensure another adult is present or nearby when working with a child
- Follow supervision and safety procedures
- Report any concerns immediately

### Adults MUST NOT

- Be alone with a child in a closed or hidden space
- Develop inappropriate relationships with athletes
- Communicate privately with a child (e.g. personal messaging/social media)
- Use physical punishment, intimidation, or favouritism
- Engage in any behaviour that could harm a child

## Physical Contact - Gymnastics Specific

We recognise that physical contact (e.g. spotting) is sometimes necessary.

All contact must be:

- Appropriate and necessary for the activity
- Explained to the child where possible
- Respectful and not intrusive
- Visible to others

## Supervision and Environment

- Ensure appropriate supervision ratios
- Avoid one-on-one situations in private spaces
- Allow parents/carers to observe sessions
- Manage risks in:
  - Training areas
  - Change rooms
  - Waiting areas

## Online Communication

- No private messaging between coaches and athletes
- All communication must include:
  - Parents/carers, or
  - Official club channels
- No sharing of inappropriate content or images

## Recruitment and Screening

We ensure:

- All relevant personnel (Staff and Committee Members) hold a valid Blue Card - Working with Children Check
- Safe recruitment practices are followed
- All staff and volunteers understand child safety expectations

## Training and Awareness

- All staff and volunteers receive child safety training
- Induction includes:
  - This policy
  - Code of Conduct
  - Reporting procedures
- Training is updated regularly

## Cultural Safety and Inclusion

We are committed to:

- Respecting and supporting Aboriginal and Torres Strait Islander children
- Creating an inclusive environment for all children regardless of:
  - Ability
  - Gender
  - Cultural background

## Reporting Concerns or Complaints

If you see or suspect something:

- Report it immediately to the Child Safety Officer or Committee
- If a child is in immediate danger, call 000

The club will:

- Listen and respond respectfully
- Record all concerns
- Act promptly and appropriately
- Report to authorities where required

## Reportable Conduct - Legal Requirement

Wide Bay Gymnastics Club will:

- Report allegations involving staff or volunteers as required by law
- Investigate concerns fairly and promptly
- Keep accurate records of incidents and actions taken

## Supporting Children and Families

We will:

- Provide clear information about child safety
- Encourage children to speak up
- Ensure reporting processes are easy to access
- Respect privacy and confidentiality

## Continuous Improvement

Wide Bay Gymnastics Club will:

- Review this policy annually
- Seek feedback from children and families
- Improve practices based on incidents or new requirements
- Complete child safe self-assessments

## Key Contacts

- |                                          |                                             |
|------------------------------------------|---------------------------------------------|
| • Child Safety Officer: Deborah Mullen   | • President: Liz Goldsmith                  |
| • Contact Number: 4125 3011              | • Contact Number: 4125 3011                 |
| • Email: office@widebaygymnastics.org.au | • Email: president@widebaygymnastics.org.au |





# Child Safety Code of Conduct

Wide Bay Gymnastics Club Inc.

## Purpose

### Who Must Follow This Code

- Coaches and staff
- Volunteers
- Committee members
- Contractors
- Parents and carers

This Code of Conduct outlines the expected behaviour of everyone involved in the club to ensure children are safe and respected at all times.

Please refer to 'Do's and Don'ts' from Sport's Integrity Australia for full details of expected and prohibited behaviours.

## Expected Behaviour

All adults MUST:

- Treat children with respect, fairness and dignity
- Act as positive role models
- Prioritise the safety and wellbeing of children
- Follow all club policies and procedures
- Use appropriate language and behaviour
- Maintain professional boundaries
- Ensure activities are safe and properly supervised
- Report any concerns or unsafe behaviour
- Respect diversity and inclusion

## **Prohibited Behaviour**

Adults MUST NOT:

- Be alone with a child in a private or closed space
- Engage in any form of abuse, harm, or neglect
- Use harsh, threatening, or inappropriate language
- Show favouritism or exclusion
- Develop personal or intimate relationships with athletes
- Communicate privately with children (e.g. personal texts/social media)
- Share inappropriate images or content
- Ignore or dismiss a child's concern

## **Physical Contact - Gymnastics Specific**

- Must be necessary for coaching (e.g. spotting)
- Must be appropriate, safe, and respectful
- Should be explained to the child where possible
- Must occur in open and observable environments

## **Online and Digital Behaviour**

- Use club-approved communication channels only
- Include parents/carers in communication where possible
- Do not "friend" or privately message athletes on social media
- Do not share photos/videos without consent

## **Parents and Carers**

Parents/carers are expected to:

- Treat all children and staff respectfully
- Follow club policies
- Raise concerns appropriately
- Support a safe and positive environment

## Breaches of this Code

If this Code is breached, the club may take action such as:

- Verbal or written warning
- Suspension or removal from duties
- Reporting to authorities (if required)

## Agreement

All staff, volunteers and committee members must:

- Read this Code of Conduct
- Agree to follow it
- Sign a declaration

### Declaration

I agree to follow the Wide Bay Gymnastics Club Code of Conduct and uphold child safety at all times.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Child Safety Reporting Procedure

Wide Bay Gymnastics Club Inc.

## Purpose

This procedure explains how concerns, complaints, or allegations involving children are reported and managed at Wide Bay Gymnastics Club.

We take all concerns seriously and act promptly, fairly and safely.

## What should be reported?

Report any concern about a child's safety or wellbeing, including:

- Suspected abuse or neglect
- Inappropriate behaviour by a coach, volunteer, or another child
- Breaches of the Code of Conduct
- Unsafe situations (e.g. supervision issues)
- Any behaviour that makes a child feel unsafe

If unsure — **report it anyway**

## Immediate danger?

If a child is in immediate danger:

- Call **000**
- Then notify the Child Safety Officer or Committee

## How to report

Concerns can be reported by:

- Children
- Parents/carers
- Staff or volunteers
- Community members

**Reporting options:**

- Speak to the Child Safety Officer
- Speak to a committee member or coach
- Email the club [president@widebaygymnastics.org.au](mailto:president@widebaygymnastics.org.au)
- Complete a written incident report form

## Child Safety Officer

- Name: Deborah Mullen
- Phone: 4125 3011
- Email: [office@widebaygymnastics.org.au](mailto:office@widebaygymnastics.org.au)

This person is responsible for managing reports and ensuring proper action is taken.

## Confidentiality

- Information will be kept private and secure
- Only shared with people who need to know
- The child's wellbeing is always the priority

## Protection from harm

- No one will be punished for making a genuine report
- Retaliation or victimisation is not tolerated

## What happens after a report?

The club will:

### Step 1: Listen and record

- Take the concern seriously
- Write down what was said (facts only)
- Keep records secure

### Step 2: Assess risk

- Determine if the child is safe
- Take immediate action if needed

### Step 3: Take action

Depending on the situation:

- Speak with relevant people
- Escalate to authorities (e.g. Police or Child Safety) if required
- Follow legal reporting obligations

### Step 4: Respond

- Take appropriate action (e.g. warnings, suspension, reporting)
- Support the child and family

## Reportable Conduct - Legal Requirement

If a concern involves a staff member or volunteer, the club will:

- Follow Reportable Conduct Scheme requirements
- Notify the relevant authority
- Conduct an internal investigation where appropriate
- Keep detailed records

## **Record keeping**

The club will:

- Keep records of all reports and actions
- Store them securely
- Review them to improve safety practices

## **Review**

This procedure will be reviewed:

- Annually
- After any serious incident