



SURF LIFE SAVING AUSTRALIA POLICY STATEMENT MEMBER SAFETY & WELLBEING

POLICY NUMBER 6.5 FEB 2008

1. Surf Life Saving Australia's Core Values

Surf Life Saving Australia Limited (SLSA), including subsidiary companies and affiliated clubs, branches and states, is committed to the health safety and well-being of all its members and is dedicated to providing a safe environment for those participating in surf life saving activities.

Surf lifesavers are nurtured in an environment that values safety, trust, respect, caring and responsibility. This environment encourages acceptance, confidence and risk taking. For surf lifesavers to venture into challenging waters in times of distress, they need to have faith and trust in themselves, and in the people around them.

The motivation for surf lifesavers to give freely of their time is to be found in surf life saving environments that value ...

- Safety and Support
- Caring and Camaraderie
- Trust and Teamwork
- Respect and Responsibility

As part of the surf lifesaving community, each lifesaver makes a commitment to actively encourage behaviours that promote such a supportive and nurturing environment.

2. Purpose of this policy

This Member Safety & Wellbeing Policy (policy) aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in surf life saving is treated with respect and dignity, in a safe and supportive environment. This policy also ensures that everyone involved in surf life saving is aware of his or her legal and ethical rights and responsibilities.

The policy attachments provide the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from SLSA. As part of this commitment, SLSA will take disciplinary action against any person or organisation bound by this policy if they breach it.

This policy has been adopted by SLSA Australian Council at its meeting on 28 October 2005 under its powers defined in the SLSA Constitution Clause 24 (c).

The policy commences on 1 February 2006 and will operate until replaced. This policy and/or its attachments may be amended from time to time by resolution of the Australian Council. Copies of the policy and its attachments can be obtained from our website [www.slsa.com.au]

This policy is the national policy for Surf Life Saving. It will be implemented by SLSA through its state centres, branches and surf lifesaving clubs.

This policy covers the following areas:

- SLSA Core Values
- Codes of Conduct
- Rights and Responsibilities
- Working with Under 18 members
- Child Protection
- Equity, Discrimination and Anti-Harassment

3. Who this Policy Applies To

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

- Individuals sitting on boards, committees and sub-committees;
- Employees and volunteers;
- Support personnel
- Coaches
- Officials;
- Members, including life members;
- Member associations;
- Affiliated clubs and organisations;
- SLSA;
- Any other person or organisation that is a member of or affiliated to SLSA;
- Parents, guardians, spectators and sponsors to the full extent that is possible.

This policy will continue to apply to a person even after they have stopped their association or employment with SLSA if disciplinary action, relating to an allegation of child abuse against that person, has commenced which occurred during that person's association or employment with SLSA.

4. Code Of Conduct

SLSA requires every individual and organisation bound by this policy to:

- 4.1 Respect the rights, dignity and worth of others;
- 4.2 Be fair, considerate and honest in all dealing with others, and be a positive role model;
- 4.3 Make a commitment to providing quality service;

- 4.4 Be aware of, and maintain an uncompromising adherence to SLSA's standards, rules, regulations and policies;
- 4.5 Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age;
- 4.6 Contribute to the provision of a safe environment for the conduct of all activities within surf lifesaving
- 4.7 Abide by the relevant Role-Specific Codes of Conduct outlined in Annexure 2 of this policy.

5. Rights and Responsibilities

SLSA members and SLSA as an organisation have certain rights that carry with them particular responsibilities. These are reflected in the Rights and Responsibilities Matrix below.

	RIGHTS	RESPONSIBILITIES
INDIVIDUAL MEMBERS	Members have the right to: <ul style="list-style-type: none"> i. to be safe; ii. to be listened to; iii. to be respected; iv. to privacy; v. a protective environment in which inherent surf lifesaving risks are taken; vi. to an inclusive environment; vii. to be referred to professional help if needed; viii. to be protected from abuse, discrimination or harassment by other members or outside sources. 	Members are responsible for: <ul style="list-style-type: none"> i. Showing respect to other members; ii. Keeping themselves safe; iii. Complying with all other requirements of this policy iv. Making themselves aware of the policy and complying with the standards of conduct outlined in this policy v. Consenting to a national police check if the individual holds or applies for a role that involves working with people under the age of 18 years. vi. Co-operating in providing a discrimination, child abuse and harassment free SLSA environment vii. Understanding the possible consequences of breaching this policy

ORGANISATION	<p>SLSA has the right to:</p> <ul style="list-style-type: none"> i. expect members to be aware of this policy ii. expect all members to comply with its relevant Codes of Conduct; iii. expect all members to maintain standards of reasonable behaviour; iv. take appropriate action if members breach the Code of Conduct or an SLSA Policy; v. expect all members to undertake appropriate training when advised to; vi. take appropriate action in the event of accusations; vii. require police checks for members working with members under the age of 18 years. 	<p>All levels of SLSA (SLSA Limited, state/territory associations, branches and affiliated clubs) are responsible for the following unless otherwise specified by the use of brackets:</p> <ul style="list-style-type: none"> i. Adopting, implementing and complying with this policy ii. providing a safe environment for members; iii. Promoting appropriate standards of conduct at all times iv. providing ongoing training and information for SLSA leaders; v. promoting this policy and the consequences for breaching it; vi. Promptly dealing with any breaches of or complaints made under this policy in an impartial, sensitive, consistent, fair, timely and confidential manner, without fear or favour vii. Recognise and enforce any penalty imposed under this policy; viii. Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies ix. Appoint (states) or have access to (clubs) appropriately trained people to receive and handle complaints and allegations [e.g. Member Safety & Wellbeing Officers (MSWOs)] and display the names and contact details in a way that is readily accessible; and x. Monitor and review this policy annually (SLSA) xi. Publishing and distributing this policy (SLSA and states)
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6. Working with Under 18 Members

Members of SLSA who are under 18 years of age require special consideration within this policy to ensure the safety and well-being of our youngest members. The age, maturity level and developmental level of a member under the age of 18 years gives cause for special protection under the law, and under this policy. Any person working with Under 18 members is required to assume a heightened level of responsibility. This section of the policy provides guidelines for the exercise of that heightened responsibility.

- 6.1 Members who undertake the delivery or supervision of surf life saving activities for Under 18 members in their capacity as age or team managers, coaches, trainers, assessors, officials, administrators, patrol captains and like positions are seen to act under heightened responsibility. These roles are responsible positions within SLSA and each person acting within those roles must adopt practices that minimise risk to protect both the people they are working with, and themselves. It is important that risk minimisation measures be adopted to protect people in these roles from any misconceptions about their behaviour in performing their designated roles.
- 6.2 Persons working with Under 18 members should assume the following practices:
 - (i) Maintain an open door policy when conducting briefings, meetings and assemblies of members. It is wise practice to ensure that two leaders are involved in each Under 18 activity. It is also advisable to invite all youth, parents, friends and other members to participate, particularly when conducting interviews, transporting youth and conducting excursions. Mixed teams of youth leaders (both genders) provides a healthier environment for both leaders and members.
 - (ii) Both male and females adults, leaders or parents (at least one of which should be an SLSA member) must accompany youths when undertaking surf life saving activities away from the club, and especially on overnight activities.
 - (iii) All members should be treated with respect and dignity. This involves being ever mindful of language, tone of voice and body language when addressing a problem and ensuring that the problem is the focus, and not the person.
 - (iv) Foster teamwork and group cohesion between adults and youth is important. Abusive and inappropriate behaviour must not be tolerated and should be dealt with immediately. Group practices should encourage the identification and addressing of inappropriate attitudes and behaviour by team members.

- (v) Encourage youth members and be mindful of each individual's capacities for surf life saving activities. Protect them from pressure to participate and perform.
 - (vi) Respect youth members' privacy, and expect that they respect your privacy.
 - (vii) Maintain your status as a **ROLE MODEL** to both youth and other adults. This will be achieved through being friendly, courteous and kind, whilst setting a good example in relation to dress, behaviour, language, etc.
 - (viii) Be mindful that youth are experiencing changing life circumstance. Ensure that you do not respond inappropriately to any excessive attention seeking behaviour, physically, verbally or sexually, that may be exhibited by youth from time to time.
- 6.3 As well as modelling appropriate behaviour, it is important that people working with members Under 18 (and adults members if applicable) do not engage in, or allow others to engage in, any of the following:
- (i) abusive initiation ceremonies
 - (ii) inappropriate undressing/dressing in front of youth
 - (iii) invading the privacy of youth when showering or toileting
 - (iv) photographing youths while undressing/dressing, showering, toileting or in other inappropriate circumstances
 - (v) sleeping in closed quarters with youth without a second adult representative (eg. parent)
 - (vi) aggressive, physically distressing or sexually provocative activities
 - (vii) sexually suggestive comments about or to a youth
 - (viii) inappropriate or intrusive touching of youth
 - (ix) joking about, ridiculing, rejecting, isolating, or belittling a youth member (or any other member)

7. Policy Position Statements

7.1 Child Protection Policy

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

SLSA acknowledges that its staff and volunteers provide a valuable contribution to the positive experiences of junior members. SLSA 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 work with children. (Screening procedures are outlined in Annexure 1 of this policy);
- Ensuring SLSA codes of conduct, particularly for roles associated with junior members, are promoted, enforced and reviewed;
- Providing procedures for raising concerns or complaints (SLSA complaints procedure is outlined in the SLSA regulations and relevant state documentation); and
- Providing education and/or information to those involved in surf life saving on child abuse and child protection.

Child abuse is a criminal offence. SLSA recommends that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone within SLSA (and in some states, by someone outside of SLSA), to report it immediately to the police or relevant government agency (where law requires such reporting) or to the appointed official of the relevant surf lifesaving authority. Descriptions of the sorts of activity which may be abuse are in the Dictionary at clause 11.

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. SLSA procedures for handling allegations of child abuse are outlined in the SLSA Policy Statement on dealing with police investigations, criminal charges, guilty pleas and/or convictions (Policy 6.16).

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 their state/territory.

A summary of the requirements that need to be met within the relevant legislation is set out in Annexure 1 of this policy. This summary has been provided by the ASC and SLSA makes no warranties as to its accuracy or whether it is up to date.

7.2 Equity, Discrimination and Anti-Harassment Policy

The aim of SLSA's equity policy is to promote an environment in which all individuals are treated with respect and dignity. The issues of **social justice, equal opportunity, discrimination and harassment** are important to SLSA and the awareness of them will be promoted at club, branch, state and national levels.

SLSA believes :

- Social justice** is about ensuring all people - whether members of SLSA or the community - receive a "fair go".
- Equal opportunity** is about ensuring that, any person who wants to and is able to participate in surf life saving activities is provided that opportunity.

Equal opportunity strategies also permit the introduction of special initiatives to ensure participation or receipt of SLSA services and/or products.

- iii. SLSA views any detrimental form of **discrimination** as serious and something that must be eliminated.
- iv. **Harassment** is offensive, humiliating and intimidating and is counter-productive conduct in the SLSA environment, and may occur in relation to a person's sex, race, religion, age, disability, pregnancy, marital status and sexual preference.

Discrimination and Harassment are unlawful. In support of social justice for all, SLSA will treat all complaints of discrimination and harassment seriously, and will ensure complaints are dealt with promptly, impartially, and confidentially. If discrimination and/or harassment is found to have taken place, appropriate action will be taken.

7.3 Other SLSA Policies

In addition to these policy statements, SLSA have a number of other policies which aim to provide a safe environment for our members. These policies include:

- Pregnancy and the surf lifesaver – competition and patrols policy
- Transgender/transsexual policy
- Privacy Policy
- Limiting and permanent disability policy
- Risk Management policy
- OH&S / Rehabilitation Policies

These and all other SLSA policies can be found on the SLSA website (www.slsa.com.au)

8 Notification and Grievance Procedures

8.1 Grievances

SLSA 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 grievance (complainant) about a person/s or organisation bound by this policy if they reasonably believe that a person/s or SLSA has breached this policy. A grievance should be reported to the appointed official of the relevant surf lifesaving authority in accordance with this policy and follow the SLSA Grievance Procedure (Policy 6.6).

8.2 Vexatious Complaints & Victimisation

SLSA aims to ensure its grievances and notifications procedures have integrity and are free of unfair repercussions or victimisation. If at any point in the process the appointed official of the relevant surf lifesaving authority has a

concern that a complainant has **knowingly** made an untrue complaint or the complaint is vexatious or malicious, that official may investigate the matter further and if satisfied that the complaint is untrue, vexatious or malicious dismiss the complaint. That official may also refer the complaint to a judiciary for further investigation in accordance with the SLSA Regulations. If a complaint has been found to be untrue, vexatious or malicious SLSA may commence disciplinary proceedings against the complainant in accordance with the SLSA Regulations (Regulation 6.2).

SLSA will also take all necessary steps to make sure that people involved in a complaint are not victimised by anyone for coming forward with a complaint or for helping to sort it out. Disciplinary measures will be imposed on anyone who victimises another person for making a complaint.

9. 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 have been found to have:

- 9.1 Done anything contrary to this policy;
- 9.2 Breached the Code of Conduct and Role-Specific Codes of Conduct;
- 9.3 Brought surf life saving and/or SLSA into disrepute;
- 9.4 Failed to follow SLSA policies and procedures for the protection, safety and welfare of children;
- 9.5 Appointed or continued to appoint a person to a role that involves working with children and young people contrary to this policy;
- 9.6 Discriminated against or harassed any person;
- 9.7 Victimised another person for reporting a complaint;
- 9.8 Engaged in a sexually inappropriate relationship with a person that the person supervises, or has influence, authority or power over;
- 9.9 Disclosed to any unauthorised person or organisation any SLSA information that is of a private, confidential or privileged nature;
- 9.10 Made a complaint they **knew** to be untrue, vexatious, malicious or improper;
- 9.11 Failed to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- 9.12 Failed to comply with a direction given to the individual or organisation during the discipline process.

10. Forms of Discipline

If an individual or organisation to which this policy applies breaches this policy, one or more forms of discipline may be imposed. These may include making a verbal or written apology, paying a fine, being suspended or de-registered or having a person's appointment or employment terminated. More information on the range of disciplinary measures and the factors that will be considered before imposing discipline is in the SLSA regulations. These can be found in the Admin and resources section of the SLSA website (www.slsa.com.au).

11. Dictionary

This Dictionary sets out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State/Territory child protection commissions or equal opportunity and anti-discrimination commissions.

Abuse is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

Affiliated club means a club who has applied for annual affiliation with the relevant state centre. An affiliated club must be incorporated or in the process of incorporation, have a constitution that is acceptable to SLSA and substantially in conformity with the SLSA constitution and have paid the appropriate fee (where applicable).

Child means a person who is under the age of 18 years (see also definition of young person)

Child abuse relates to children 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; giving bad nutritional advice; or training that exceeds the child's development or maturity).
- 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).

Complainant means the person making a complaint.

Discrimination means treating or proposing to treat a person less favourably than someone else in certain areas of public life on the basis of an attribute or personal characteristic they have. The relevant attributes or characteristics are:

- Age;
- Disability;
- Marital status;
- Parental/carer status;
- Physical features;
- Political belief/activity;

- Pregnancy;
- Race;
- Religious belief/activity;
- Sex or gender;
- Sexual orientation;
- Trade union membership/activity;
- Transgender orientation.

Some States and Territories include additional characteristics.

Discrimination is not permitted in the areas of employment (including volunteer and unpaid employment); the provision of goods and services; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other person to any competition; obtaining or retaining membership of an organisation (including the rights and privileges of membership).

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination may also be discriminatory conduct.

Discrimination may be direct or indirect. **Direct discrimination** is treating, or proposing to treat someone less favourably because of a characteristic (such as race, sex, age etc), in the same or similar circumstances. **Indirect discrimination** is imposing or intending to impose a requirement, condition or practice that is the same for everyone but which has an unequal or disproportionate effect on particular individuals or groups.

Grievance means a grievance made under the SLSA grievance procedures.

Harassment is any type of behaviour that the other person does not want and does not return and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and of a type that a reasonable person would recognise as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

Unlawful harassment includes the above but is either sexual or targets a person because of their race, sex, pregnancy, marital status, sexuality or other characteristic (see characteristic list under discrimination).

Whether or not the behaviour is harassment is determined from the point of view of the person receiving the harassment. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal.

Junior means a person under the age of eighteen (18) years who is participating in an activity of SLSA.

Mediator means a person appointed to mediate complaints made under this policy. It is preferable that the mediator has relevant skills, qualifications and/or training in mediation.

Member means an individual member of SLSA.

Member protection is a term used by the Australian sport industry to describe the practices and procedures that protect members – both individual members, and member organisations. Member protection involves:

- protecting those that are involved in SLSA activities from harassment, abuse, discrimination and other forms of inappropriate behaviour
- adopting appropriate measures to ensure the right people are involved in an organisation, particularly in relation to those involved with juniors, and
- providing education.

Member Safety & Wellbeing Officer (MSWO) means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this policy. The MSWO provides confidential information and moral support to the person with the concern or who is alleging harassment or a breach of this policy. They help the complainant deal with any emotions they may have about what has happened and operate as a sounding board as the complainant decides what they want to do. The MSWO may accompany the complainant in anything they decide to do, if it feels appropriate and they are happy to do it.

In some instances, this person may also be known as a Member Protection Information Officer (MPIO). These individuals are required to undertake training through courses such as the Australian Sports Commissions' MPIO course. A grievance officer is also trained in providing this sort of support.

Natural justice incorporates the following principles:

- a person who is the subject of a complaint must be fully informed of the allegations against them
- a person who is the subject of a complaint must be given full opportunity to respond to the allegations and raise any matters in their own defence
- all parties need to be heard and all relevant submissions considered
- irrelevant matters should not be taken into account
- no person may judge their own case
- the decision maker/s must be unbiased, fair and just
- the penalties imposed must not outweigh the 'crime'

Police check means a national criminal history record check conducted as a prudent pre-employment or pre-engagement background check on a person.

Policy and **this policy** mean this Member Safety & Wellbeing Policy.

Respondent means the person who is being complained about.

Role-specific codes of conduct means standards of conduct required of certain roles (e.g. coaches).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted

physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment. Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual offence means a criminal offence involving sexual activity or acts of indecency *including but not limited to (due to differences under state/territory legislation)*:

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or under this policy, or for supporting another person to make a complaint.

Vilification involves a person or organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.



SURF LIFE SAVING AUSTRALIA
POLICY STATEMENT
MEMBER SAFETY & WELLBEING
ANNEXURE 1: SLSA's CHILD PROTECTION REQUIREMENTS

POLICY
NUMBER
6.5
FEB
2008

Background

Child Protection is about keeping children safe from abuse and protecting them from people who are unsuitable to work with children. Child abuse is illegal in all states and territories of Australia, with each having their own child protection laws that cover the reporting and investigation of cases of child abuse.

In New South Wales, Queensland, Western Australia, Victoria and South Australia, child protection legislation places specific requirements upon individuals and organisations involved in a range of areas including sport and recreation. The Northern Territory and Tasmania governments are currently developing child protection legislation that will also impact upon sport. We will add these new requirements or any amendments to existing requirements to our member safety & wellbeing policy as they are introduced.

Please be aware that state and territory child protection requirements also apply to individuals and organisations originating outside of the states with the legislation in place. For example, if one of our state associations or affiliated clubs takes junior players into New South Wales for training camps, competition or other activities, those traveling with the teams must comply with the NSW legislative requirements.

As part of SLSA's commitment to protecting the safety and welfare of children and young people involved in surf lifesaving activities, SLSA requires the following measures to be met.

- Provide opportunities for juniors to contribute to and provide feedback on program development;
- Provide education and/or information on child abuse and child protection to those involved in our sport such as coaches, juniors, parents and officials; and
- Meet the requirements outlined for your respective state (for QLD, NSW, WA, VIC or SA) or the generic requirements (for TAS and NT).

B1: Child Protection Requirements (generic)

This attachment sets out the screening process for people who currently occupy or who apply for any work (paid or voluntary) in our organisation that involves regular, direct and unsupervised contact with people under the age of 18 years.

Screening under this policy is not a replacement for any other procedure required by law. If State or Territory legislation sets an equivalent or higher standard of screening, the requirement to screen people under the process outlined below need not be followed.

Association/club requirements

Under SLSA's Member Safety and Wellbeing Policy, our organisation is required to:

1. Identify positions (paid and voluntary) that involve working with people under the age of 18 years.
2. Check a person's referees (verbal or written) and interview a person about his/her suitability for the role and his/her suitability for working with children for both paid and voluntary positions.
3. Ask people applying or reapplying for any position (whether paid or voluntary) that involves regular, direct and unsupervised contact with people under the age of 18 years to **sign a consent form** for a national police check. (Information on police checks and forms can be found at www.ausport.gov.au/ethics/policechecks.asp).
4. Request a national police check from our relevant police jurisdiction for people applying or reapplying for any position (whether paid or voluntary) that involves regular, direct and unsupervised contact with people under the age of 18 years

In most police jurisdictions a 'Part Exclusion' check for people working with children can be requested. This check excludes irrelevant records.

If the police check indicates a relevant offence, the relevant state office will:

- provide an opportunity for the person to respond/provide an explanation, and
- make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years.

If unsatisfied, then the relevant state office will:

- in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly and unsupervised with people under the age of 18 years. If this is not possible, then end the appointment. **Note: legal advice should be obtained before the termination process begins.**
- In the case of a someone applying for the position/role, not appoint them.

If the person does not agree to a national police check after explaining why it is a requirement, the relevant state centre shall make an assessment as to

whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied, the relevant state centre will:

- in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly and unsupervised with people under the age of 18 years. If this is not possible, then end the appointment. Note: legal advice should be obtained before the termination process begins.
 - In the case of a someone applying for the position/role, not appoint them.
5. Decide whether to offer the person the position or retain the person in the position, taking into account the result of the police check and any other information SLSA has available. Where it is not practical to complete the police check prior to employment commencing, SLSA must still complete the check as soon as possible. SLSA will advise the person that their ongoing employment is conditional upon the satisfactory outcome of the check.
 6. Where a national police check is obtained under this member safety and wellbeing policy, another organisation which is also required to screen may obtain a copy of the national police check provided that the consent of the relevant person is obtained and the national police check was performed in the immediately preceding two years.
 7. Protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process. Information collected during screening (such as police records and referee reports) will be returned to the relevant person if that person is not appointed to/will not remain in the position, or otherwise be destroyed with the consent of the person concerned.

B2: Queensland Blue Card 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.bluecard.qld.gov.au or contact 1800 113611. This information was updated on 1 April 2006 and is provided as a guide only.

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 employment regulated by the Act, and people carrying on certain categories of business regulated by the Act to hold a Blue Card, unless specifically exempt.

When a person applies for a blue card the Commission conducts a Working with Children Check which is an assessment of a person's eligibility to work with children based on their criminal history, certain disciplinary information (if any) and investigative information (if any) held by the police commissioner. If a person is eligible for a blue card, the Commission issues a positive notice letter and a blue card which remains current for a period of 2 years.

Association/club requirements

Surf Life Saving Queensland and its affiliated clubs are responsible for applying for a blue card on behalf of their paid employees and volunteers where the nature of their work falls under one of the categories regulated by the Act.

Interstate sporting organisations, associations and clubs visiting Queensland for sporting training camps, competition or other activities taking place in Queensland may also need to apply for a blue card if the nature of their activities falls under one of the categories in the Act.

People carrying on a regulated business are responsible for applying for a blue card if the activities of the business are regulated under one of the categories in the Act.

Relevant categories of employment regulated by the Act

Note: Only those categories of employment relevant to the sport and recreation industry have been listed below.

Paid employees who commenced work in one of the following categories of employment after 1 May 2001 will need to apply for a blue card unless exempt under the relevant category:

- private teaching, coaching or tutoring
- sport and active recreation
- clubs and associations involving children
- child accommodation services (which incorporates billets).

Paid employees commencing employment in the following category need a blue card irrespective of when they commenced their employment – i.e. before or after 1 May 2001:

- schools - employees other than teachers and parents

Paid employees

Paid employees falling under one of the above listed categories of employment regulated by the Act need a blue card, unless exempt, if they work or are likely to work over a period of 12 months 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.

Once a blue card application has been lodged, a paid employee can commence or continue to work in regulated employment while waiting for the outcome of their blue card application.

Volunteers

Volunteers working with children who fall under one of the above listed categories of employment regulated by the Act need a blue card, unless exempt, before they can commence the child related activity, regardless of how often they come into contact with children and young people.

Exemptions

The following people are exempt from the Working with Children Check and do not need a blue card:

- children under 18 who are volunteers (except trainee students required to work in regulated employment as part of their studies with an education provider such as a registered training organisation, or university);
- a volunteer guest of a school or a registered charity, corporation or incorporated association:
- for the purpose of observing, supplying information or entertainment to 10 or more people, and
- the activity is for 10 days or less on no more than two occasions per year, and
- the person is unlikely to be physically present with a child without another adult being present, or
- an event volunteer performing the function of employment at a national or state event organised by a school or a registered charity, corporation or incorporated association (operating at a state or national level) for:
 - a sporting, cultural or skill based activity, and
 - the event is attended by more than 100 people, and
 - the work is for 10 days or less on no more than two occasions per year; and

- the person is unlikely to be physically present with a child without another adult being present.

In addition, the following specific exemptions apply under each category regulated by the Act. It is critical to note that the exemptions below apply to the specific categories of regulated employment and business as stated, and therefore are not transferable. For example, a 'registered teacher' is only exempt in the first two categories of regulated employment mentioned below, as that specific exemption does not apply to the remaining three identified categories of employment.

1. Schools - employees other than teachers and parents

- a 'registered teacher'; and
- a volunteer parent of a child attending the school.

2. Private teaching, coaching or tutoring

- a 'registered teacher'; or
- a person carrying out work in their capacity as an employee of an 'education provider'.

3. Sport and active recreation

- the employment takes place at an 'amusement park'; or
- the person provides the service or conducts the activity in their capacity as an employee of a 'government entity'; or
- a volunteer parent of a child to whom the services are provided; or
- a volunteer parent of a child in relation to whom the activities are conducted
- the services are provided, or the activities are conducted by or within a club or association or similar entity and are regulated under that category (See Item 4: Clubs and associations involving children)).

4. Clubs and associations involving children

- the person carries out the work in their capacity as an employee of a 'government entity'; or
- a volunteer parent of a child who receives the same or similar services to which the employment relates; or
- a volunteer parent of a child who participates in the same or similar activities to which the employment.

5. Child accommodation services (including billets)

- the 'child accommodation service' is being provided to a relative of the home stay provider;
- the work is carried out for a 'government service provider' that carries on a business which includes arranging a 'child accommodation service'; or
- the employment is organised by a school or a registered charity, corporation or incorporated association and is for 10 days or less and provided on no more than two occasions per year.

Relevant categories of business regulated by the Act

Note: Only those categories of business relevant to sport and recreation industry have been listed below.

A person or a corporation carrying on the following regulated businesses in Queensland must also apply for a blue card:

- private teaching, coaching or tutoring
- child accommodation services including homestays (including billets)
- Sport and active recreation (which may include recreational activities such as sporting camps and programs (excluding amusement parks))

Exemptions

1. Private teaching, coaching or tutoring

- If the business is conducted by an education provider

2. Child accommodation services including homestays (including billets)

- If the business is conducted at a:
 - ☐ boarding facility; or
 - ☐ residential facility funded by the Commonwealth government, or the Department of Child Safety, Disabilities Services Queensland, Department of Communities, Qld Health; or licensed by the Child Protection Act; or
 - ☐ or another place mainly providing accommodation for children which is funded by the Commonwealth government or Education Queensland.

3. Sport and active recreation

- If the business takes place at an amusement park; or
- The activities are conducted by or within a club, association or similar entity and are regulated under that category (See Item 4).

Where the business is a corporation, each person whose principal place of residence is in Australia, who takes part in the management of the corporation needs a blue card.

A person carrying on a regulated business must hold a blue card before they commence the regulated activity regardless of how often they come into contact with children and young people.

Application forms

Blue card application forms for a paid employee, volunteer, or person carrying on a regulated business can be downloaded from www.ccypcg.qld.gov.au. Volunteer applications are processed free of charge

Change in criminal history

If Surf Life Saving QLD knows or reasonably suspects that an employee who commenced employment prior to 1 May 2001 and therefore does not require a blue card, has a criminal history relevant to their work with children or young people, SLSQ can apply for a blue card for that person. In such a case, the relevant application form to submit is a 'current employee blue card application form'.

This requirement also applies to interstate members of SLA that visit Queensland and apply to the Commission for a Working with Children Check.

Risk management

Amendments to the Act, effective January 2005, require organisations engaging paid employees or volunteers that need a blue card, and persons or organisations carrying on a business for which a blue card is required to develop and implement annually, a risk management strategy to promote the well-being of children in their care and protect them from harm.

The key elements an organisation needs to consider in creating a risk management strategy includes:

- a child protection policy, which outlines:
 - a Code of Conduct
 - recruitment, training and management procedures for staff
 - reporting guidelines and directions for handling disclosures or suspicions of harm, and
 - consequences to staff for non-compliance with the policy
- communication and support strategies, such as:
 - information sheets for staff, volunteers and parents about policies, procedures and Codes of Conduct, and
 - training materials and communication strategies which help staff, volunteers and parents identify risks of harm
- documentation of risk management processes including:
 - registers of staff
 - strategies and plans for high-risk and special events
 - complaints registers, and
 - forms to ensure consistent handling of incidents, disclosures of harm, permissions and approvals for related activities.

B3: New South Wales Requirements for Checking People to Work with Children

This information is subject to change at any time. Refer to the NSW Commission for Children and Young People website:

www.kids.nsw.gov.au or contact 02 9286 7219 to ensure you have to date information.

All NSW clubs and associations who engage/employ people in child-related activities (in a paid or voluntary capacity) must meet the requirements of the Working With Children Check. This is a legal requirement. Interstate clubs and organisations that visit NSW and engage/employ people in child-related activities (in a paid or voluntary capacity) may also be required to complete a Working with Children Check with the NSW Commission for Children and Young People. We are required to:

1. Register with the NSW Department of Sport and Recreation Employment Screening Unit;
2. Identify positions (paid and voluntary) which are ***child-related positions***;
3. Obtain a Prohibited Employment Declaration (PED) from all existing employees in child-related positions. PED forms can be downloaded from www.kids.nsw.gov.au/check/resources.html. If the person is a ***prohibited person*** we must remove him/her from the child-related employment;
4. Keep the PED in a secure place for as long as the person is employed;
5. Ask preferred applicants for paid child-related positions to sign a Consent Form for a background check;
6. Include advice about the Working With Children Check in information being provided about child-related positions (e.g. coach of junior team);
7. Request a background check for preferred applicants for paid child-related employment before they start work;
8. Decide whether to offer the applicant the position, taking into account the result of the Working With Children Check and any other information we have available;
9. Where it is not practical to complete the background check prior to employment commencing, we must still complete the check as soon as possible. We must advise employees that their ongoing employment is conditional upon the satisfactory outcome of the check;
10. Notify the NSW Commission for Children and Young People of any person whose application for child-related employment has been rejected primarily because of a risk assessment in the Working With Children Check. We must do this even if we offer the person an alternative position;
11. Advise the person if their application was rejected primarily because of an adverse risk assessment in the Working With Children Check;
12. Notify the NSW Commission for Children and Young People of any person against whom ***relevant employment proceedings*** have been completed; and
13. Protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process.

Child-related employment is any work (paid or unpaid) that involves direct and unsupervised contact with children in several types of areas such as sporting clubs and associations that have a significant child membership or involvement.

Employment includes work done:

- as a sub-contractor;
- as a volunteer for an organisation;
- as a minister of religion (whether or not ordained); and
- undertaking practical training as part of an educational or vocational course

Prohibited person is a person convicted of committing a serious sex offence or a registrable person.

Registrable person is someone who has been found guilty of the following offences against children:

- murder
- sexual offences
- indecency offences
- kidnapping
- child prostitution
- child pornography

Relevant employment proceedings are disciplinary proceedings completed in NSW, or elsewhere, where an employer or professional body that supervises the conduct of the employee has found that '**reportable conduct**' or an act of violence occurred, or there is some evidence that it occurred. An act of violence will be relevant only if it was committed by an employee in the course of employment and in the presence of a child.

Reportable conduct is:

- any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence);
- any assault, ill treatment or neglect of a child; or
- any behaviour that causes psychological harm to a child.

B4: Western Australia Child Protection Requirements

This information is subject to change at any time. Refer to the Department of Community Development Working with Children Screening Website: <http://community.wa.gov.au> or contact 08 9476 2000. This information will need to be regularly updated. The following is based on information available as at January 2008.

From 1 January 2006, certain people working with children in Western Australia will be required to have a Working with Children Check (Check) – a national criminal history and assessment of any record that appears as part of this check. The Check is compulsory under the Working With Children (Criminal Record Checking) Act 2004 and will be introduced progressively to different sectors over the next 5 years.

The Check will take into account convictions for any offence and charges for serious sexual and violent offences and will cost \$10.00 for volunteers and unpaid workers and \$50.00 for paid workers and self-employed people.

Applicants whose check is “successful” will be issued with either an ‘assessment notice’ in the form of an ID card which allows that person to work or volunteer with children across different types of ‘child-related work’. Applicants whose Check is “unsuccessful” will be issued with a ‘negative notice’, which prohibits any child-related work. In some cases an Interim Negative Notice may be issued while the screening process is completed. This means that you must not start or continue that person in ‘child-related work’ while the notice is current, and you can only start or continue that person in child-related work if they are later issued an Assessment Notice.

The Screening Unit must notify the employer, where known, of the outcome of applications for a Check.

Assessment notices will be valid for three years, unless the person has a “relevant change” in criminal record. If this occurs, the person is required to report this to their employer, who must then inform the Screening Unit, and a reassessment of the record takes place. The Police may also inform the Screening Unit where a person in child-related work has had a relevant change in criminal record.

Who needs to apply for a Check

People doing **child-related work** must have a Check by the date required under the phasing-in arrangements. The definition of **child-related work**, under Section 6 of the Working with Children (Criminal Record Checking) Act 2004 includes:

”Work is **child-related work** if the **usual duties** of the work involve, or are likely to involve, contact with a child in connection with:

- an educational institution for children;
- a coaching or private tuition service of any kind, but not including an informal arrangement entered into for private or domestic purposes;

- a club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children, but not including an informal arrangement entered into for private or domestic purposes;
- an overnight camp.

Note that categories of work not relevant to the activities of our sport have not been listed above. A full list of the categories of child-related work is available on the Working with Children website (www.checkwwc.wa.gov.au) or by calling the Screening Unit on (08) 6217 8100.

General exemptions

The following people are exempt from the legislation and will not need to have a Check:

- volunteers under 18 years;
- employers of and fellow employees working with young people, so long as they are not otherwise in child-related work;
- parents volunteering where their child is also involved (This exemption does not apply to parents volunteering in connection with overnight camps);
- Short-term visitors to WA, for 2 weeks after their arrival, and for no more than 2 weeks in a 12 month period;
- People who carry out child-related work on no more than 5 days in a calendar year (except those working in child care services).

Specific exemptions from certain categories of child-related work

Category	Parent Exemption	Other exemptions
Educational institution for children	Work carried out on a voluntary basis by a parent of a child who is enrolled at the educational institution	
Coaching or private tuition service of any kind	Work carried out on a voluntary basis by a parent of a child to whom the service is being provided in connection with an activity in which the child is participating or ordinarily participates	<ul style="list-style-type: none"> • An informal arrangement entered into for private or domestic purposes • Coaching or private tuition provided to a class of 2 or more students that is not provided primarily for children
Club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children	Work carried out on a voluntary basis by a parent of a child who is involved or is ordinarily involved in some or all of the activities of the club, association or movement	<ul style="list-style-type: none"> • An informal arrangement entered into for private or domestic purposes

an overnight camp, regardless of the type of accommodation or how many children are involved	No parent exemption.	
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Obligations of employers, including organisations using volunteers include:

- You must not employ a person in child-related employment on more than five days in a calendar year unless he or she:
 - has applied for a Check, or
 - already holds a current Assessment Notice
 by the date they are required to under the phasing-in arrangements.
- You must not employ someone in child-related employment if you are aware that he or she holds a Negative Notice or Interim Negative Notice.
- You must not employ a person in child-related employment if you are aware that the person has withdrawn his or her Check application.
- You must not employ a person in child-related employment if you are aware that he or she:
 - has a conviction or pending charge for a Class 1 or Class 2 offence, and
 - does not have a current Assessment Notice or an application for one that is still being considered.
- If an employee or volunteer reports a relevant change in criminal record to you, you must report this (in writing) to the Working with Children Screening Unit, as soon as practicable.
- If you receive a written request from the Working with Children Screening Unit, you must provide information or documents to show your compliance with your obligations as an employer.

It is okay for employers to start someone in child-related work once they have applied for a Check in line with the phasing-in arrangements (outlined below) and while the Check is being processed. The employer does not have to wait until the card is issued. Safeguards are in place to ensure that the Screening Unit notifies the employer if, in the mean time, a Negative Notice or Interim Negative Notice is issued, or if the person subsequently withdraws their application.

Phasing-in Arrangements

Checks are being phased-in over 5 years. If a person is carrying out child-related work and needs to apply for a Check, they must apply by the date required under the phasing-in arrangements. The information provided below about phasing-in arrangements is general information only. Only those categories of child-related work relevant to our sport are listed. For full details of the phasing-in arrangements for Checks please see Factsheet 2 “When to apply for a Working with Children Check”, available at www.checkwwc.wa.gov.au, or by calling (08) 6217 8100.

Commencing in 2006

- Volunteers working with children aged 0 – 7 years in any category of child-related work.
- Self-employed people working with children in connection with any category of child-related work, EXCEPT
 - child care licensees and “managerial officers”
 - registered teachers working in educational settings
 - persons with an F or T drivers licence endorsement who carry out a transport service specifically for children
 - people providing coaching or private tuition services for a TAFE or a Registered Training Organisation.
- “New” paid employees (who are not public sector employees) who commence child-related work after 1 January 2006 in the following categories of child-related work:
 - coaching or private tuition services
 - clubs, associations or movements with a significant membership or involvement of children
 - overnight camps
 - children’s entertainment or party services

Commencing in 2007

- Volunteers working with children aged 8 – 12 years in any category of child-related work.
- “New” public sector employees who commenced child-related work after 1 January 2006.
- “New” paid employees who commenced work after 1 January 2006 in the following categories of child-related work:
 - Educational institutions for children
 - People providing coaching and private tuition services for a TAFE, Registered Training Organisation or education service provider registered under the Education Service Providers (Full Fee Overseas Students) Registration Act 1991.

Commencing in 2008

- Volunteers Working with Children aged 13 – 17 years in any category of child-related work.

Commencing in 2009-2010

- “Continuing” paid employees (including public sector employees) who have remained in the same child-related work they were in before 1 January 2006, and are still in that position.

Attachment B6: Victoria Child Protection Requirements

This information is subject to change at any time. Refer to the Department of Justice website: <http://www.justice.vic.gov.au> and follow the Working with Children Check link under Business Units or contact 1300 652 879. This information was updated 1 April 2006.

Under the [Working with Children Bill](#) (2005) the Victorian Working with Children Check (Check) will require individuals who work or volunteer with children in certain capacities in identified occupations and activities to undergo screening for criminal offences.

A person who has no relevant criminal or professional disciplinary history will be granted an assessment notice. That notice will entitle the person to undertake child-related work. A person deemed unsuitable to work or volunteer with children will be given a negative notice and cannot work in [child-related work](#). A negative notice can be appealed to Victorian Civil and Administrative Tribunal (VCAT) provided the individual is not listed on the Sex Offenders Register or subject to an extended supervision order.

Who needs to apply for a Check

Any person who works in, or in connection with, in a paid or voluntary capacity, any of the 20 child-related occupational fields listed in the Act. This work must also usually involve (or be likely to involve) regular, direct contact with a child where that contact is not directly supervised. The following child-related categories are relevant to our sport.

- educational institutions for children (such as schools and some TAFE programs);
- clubs, associations or movements that provide services or conduct activities for or directed at children or whose membership is mainly comprised of children;
- coaching or private tuition services of any kind for children; and
- direct commercial provision (and not incidental or in support of other business activities) of gym or play facilities specifically for children.

Exemptions

The following people will not need to have a Check:

- individuals aged under 18
- volunteers involved in an activity in which their child ordinarily participates
- individuals working only with children who are close family relations
- secondary school students aged under 20 performing volunteer work arranged through the school where they are studying
- sworn members of Victoria Police
- teachers registered with the Victorian Institute of Teaching
- a visiting worker who does not ordinarily reside and perform child-related work in Victoria.

Phasing-in Arrangements

Checks are being phased in over the next five years, commencing in April 2006. The type of child-related work determines when people need to apply for a check. **At this stage it is anticipated that the sport sector will be phased in 2008/09.** More information on the phasing-in of Checks is available from www.justice.vic.gov.au.

Employer requirements

As an employer or volunteer organisation you must:

- ensure all employees or volunteers who are required to get a Check do so at the correct time, which is indicated in the phasing plan.
- where your employees or volunteers are not required to get a Check because their contact with children is directly supervised, ensure the supervisor has a Check unless an exemption applies. For example, the supervisor may be a registered teacher with the Victorian Institute of Teaching, making them exempt
- ensure that employees or volunteers issued with a Negative Notice do not undertake child-related work as defined by the Working With Children Act 2005.

As an employer or volunteer organisation you should:

- record your employee's and volunteer's unique Application Receipt Number received when they submit their application. The Act enables a person to continue or commence work while their application is pending
- confirm that your employees and volunteers have been issued with an Assessment Notice after Check applications have been assessed by the Department of Justice
- sight your employee's or volunteer's Working with Children Check Card and confirm the status of their Card Number to verify that they have passed the Check. You can do this online from 1 July 2006, or by calling 1300 652 872
- record your employee's or volunteer's Card Number, which is different from their Application Receipt Number
- develop internal processes in the event of an existing employee or volunteer being issued with an Interim Negative Notice or Negative Notice.

Attachment B7: South Australian Child Protection Requirements

This information is subject to change at any time. Refer to the Department of Families and Communities website

www.familiesandcommunities.sa.gov.au or the South Australian Office for Recreation and Sport's website www.resport.sa.gov.au or contact 08 8416 6633 if you have any queries about your obligations under the legislation. This information was updated on 1 May 2006.

Recent amendments to the *Children's Protection Act 1993*, in South Australia as per the *Children's Protection (Miscellaneous) Amendment Act 2005*, promote a whole of community responsibility to the care and protection of children and young people. Whilst yet to be proclaimed, new provisions relating to the establishment of child safe environments, facilitating effective criminal history checks and the extension of mandated notifiers, will all have an impact upon sporting and recreational organisations.

The new provisions will require government, non-government and volunteer organisations that are entrusted with the care of children or regularly come into contact with children to have strategies in place to prevent and minimise opportunities for abuse and to appropriately respond when abuse occurs or is suspected. Organisations will also be required to implement guidelines and processes that clearly outline effective and timely responses to child protection issues and steps of action.

Due to Surf Life Saving South Australia's position as a volunteer organization that provides education services to children, members were already bound by these child protection requirements prior to the amendment of the act in 2005.

Standards will be developed to assist organisations move towards creating safer environments for children. Requirements under the standards are likely to include:

- Codes of conduct and principles of good practice for working with children;
- Guidance on standards of conduct for adults in dealing with children;
- Advice on how to deal with cases of bullying or harassment of a child;
- Guidance on informing on cases of child abuse and neglect, or suspected abuse or neglect;
- Advice on the recruitment and supervision of staff of Government and non-government organisations;
- Guidance on how to handle procedures for complaints, and making the complaints process easier for children;
- Monitoring progress of child safe environments in Government and non-government sectors and periodic reporting; and
- Developing and issuing standards in dealing with information about the criminal history of employees and volunteers.

The amendments to the *Children's Protection Act 1993* **may** also require sport and recreation organisations to develop or comply with new criminal history check provisions. This **may** mean undertaking a criminal history check for any person in a prescribed position (including employees, volunteers, agents, subcontractors and contractors) who has:

- Regular contact/close proximity to children; or

- Supervision of such a person; or
- Access to children's records;
- Or else as prescribed by regulation.

Mandatory reporting is currently a requirement by law in South Australia. Mandatory reporting means that those people covered by the law must report reasonable suspicions of child abuse or neglect. Those currently mandated under the law include teachers, medical practitioners, health professionals, child care workers, day care providers, social workers and workers, volunteers and managers within government departments or non-government agencies that provide services to children. **Under the new legislation a person employed by, or volunteering in, organisations that provide sporting or recreational services for children will also be mandated.**

Throughout the year, further information and advice relating to proclamation and implementation of these provisions will be provided by the Office for Recreation and Sport in South Australia. Once proclaimed, penalties of up to \$10,000 will apply for non-compliance with the requirements under the legislation. ***Until this time recreation and sport organisations should continue to follow the generic child protection requirements and the risk management process set out in 'Child Protection in Sport - National Overview' document provided by the Australian Sports Commission.***



SURF LIFE SAVING AUSTRALIA
POLICY STATEMENT
MEMBER SAFETY & WELLBEING
ANNEXURE 2: ROLE SPECIFIC CODES OF CONDUCT

POLICY
NUMBER
6.5
OCT
2005

D1. Surf Life Saving Team Leader code of conduct

An SLSA Team Leader (eg. Patrol Captain, ORB Skipper, etc.) will:

- i. agree to abide by the code of conduct.
- ii. be responsible for the overall safety and well-being of the members of the patrol
- iii. maintain a 'duty of care' towards team members, an accountability for the management of the team and a responsibility for the actions of the team members
- iv. have a sound knowledge of SLSA policies, responsibilities and lifesaving techniques, and ensure that the conduct of the patrol is in accordance with these policies and guidelines.
- v. foster a collaborative approach to the management of the patrol.
- vi. treat the general public with respect and communicate with them in a professional manner
- vii. be a positive role model for surf lifesavers and SLSA.

D2. Surf Life Saving Team Manager Code of Conduct

An SLSA Team Manager will:

- i. agree to abide by the code of conduct.
- ii. be responsible for the overall safety and well-being of team members and officials when travelling with a team.
- iii. maintain a 'duty of care' towards team members and an accountability for the management of the team.
- iv. have a sound knowledge of SLSA policies, responsibilities and competition rules, and ensure that the conduct of the affairs of the team is in accordance with these policies and guidelines.
- v. foster a collaborative approach to the management of the team.
- vi. be a positive role model for surf lifesavers and SLSA.

D3. Surf Life Saving Age Manager code of conduct

An SLSA Age Manager (junior activities) will:

- i. agree to abide by the code of conduct.
- ii. be responsible for the overall safety and well-being of the group .
- iii. be responsible for the group's learning.
- iv. take time to plan and prepare the activities delivered to the group.
- v. foster a collaborative approach to the management of the group.
- vi. instil enjoyment and fun in what they do.
- vii. be a positive role model for surf lifesavers and SLSA.

D4. Surf Life Saving Coach code of conduct

An SLSA Coach will:

- i. agree to abide by the code of conduct.
- ii. be responsible for matters concerning the coaching, training and development of surf lifesavers.
- iii. provide positive feedback to participants.
- iv. treat all participants equally.
- v. maintain a 'duty of care' towards others and an accountability for matters relating to training and competition.
- vi. have a sound working knowledge of SLSA policies, rules and regulations and coaching techniques.
- vii. actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances
- viii. ensure that any physical contact with others is;
 - a) appropriate to the situation
 - b) necessary for the persons skill development
- ix. provide a safe environment for training and competition.
- x. be a positive role model for surf lifesavers and SLSA.

D5. Surf Life Saving Official code of conduct

An SLSA Official will:

- i. agree to abide by the code of conduct.
- ii. be responsible for matters concerning the development of surf lifesavers and the conduct of competitions.
- iii. maintain a 'duty of care' towards others and an accountability for matters relating to training and competition.
- iv. have a sound working knowledge of SLSA policies, rules and regulations.
- v. be impartial and accept the responsibility for all actions taken.
- vi. ensure that any physical contact with others is;
 - a) appropriate to the situation
 - b) necessary for the persons skill development
- vii. provide a safe environment for training and competition.
- viii. be a positive role model for surf lifesavers and SLSA.

D6. Surf Life Saving Administrator/Director/Officer code of conduct

An SLSA Administrator/Director/Officer will:

- i) agree to abide by the code of conduct.
- ii) be fair, considerate and honest with others.
- iii) operate within the rules of SLSA.
- iv) be professional in your actions. Your language, presentation, manner and punctuality should reflect high standards.
- v) resolve conflicts fairly and promptly through established procedures.
- vi) maintain strict impartiality.
- vii) maintain a safe environment for others.
- viii) show concern and caution towards others.
- ix) be a positive role model for others.

D7. Surf Life Saving Parent/Guardian code of conduct

A Parent/Guardian of an SLSA member will

- i) remember that their child participate in surf lifesaving for their own enjoyment.
- ii) focus on their child's efforts and performance rather than winning and losing.
- iii) show appreciation for good performance by all participants.
- iv) never ridicule or yell at their child or other children for making a mistake.
- v) respect officials decisions and teach their children to do likewise.
- vi) not physically or verbally abuse or harass anyone associated with the activities (eg. coach, official, age manager, etc.).
- vii) be a positive role model for others.