



## NSW Office of the Children’s Guardian Child Safe Scheme

### How to implement the Child Safe Standards at your swimming club

	Child Safe Standard	How does Swimming NSW meet the standards?	Local Swimming Clubs – ideas and suggestions
<p><b>1</b> <b>Child Safety</b></p>	<p>Child safety is embedded in leadership, governance and culture.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Safe Sport Framework (SSF)</a> and Swimming Australia’s Commitment Statement               <ul style="list-style-type: none"> <li>○ Swimming Australia recently upgraded the SSF and made it even more child focussed.</li> </ul> </li> <li>• <a href="#">Codes of Conduct</a></li> <li>• Compulsory for all high performance team members (coaches &amp; support staff) to complete Sport Integrity Australia child safeguarding course.</li> <li>• Compulsory <a href="#">Working With Children Check (WWCC)</a> for coaches, technical officials and support staff.</li> <li>• Child safeguarding policies and duty of care for activities e.g. adequate adult supervision, never being alone with a child</li> <li>• Duty of care</li> <li>• Support Passes at events</li> <li>• Team Managers required for non club-based events</li> </ul>	<ul style="list-style-type: none"> <li>• Adopt the SSF at a meeting and promote it to your members regularly.</li> <li>• Designate a volunteer role – Child Safety ‘Champion’</li> <li>• Have a qualified club <a href="#">Member Protection Information Officer (MPIO)</a> or two and ensure they are well known and contactable for all members</li> <li>• Keep child safety on the agenda at every meeting</li> </ul>



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<b>2</b> <b>Decision Making</b>	Listen, act and respond to children	<ul style="list-style-type: none"> <li>• <a href="#">SNSW Youth Advisory Panel (YAP)</a> <ul style="list-style-type: none"> <li>○ Regional YAPs</li> <li>○ YAP social media input and ‘take overs’</li> </ul> </li> <li>• SSF Complaints procedure</li> <li>• <a href="#">Youth Forums and camps</a></li> <li>• Take all complaints or concerns seriously and respond promptly and thoroughly.</li> <li>• Athlete Wellbeing and Engagement Program</li> <li>• Surveys and consultations</li> <li>• Surveys after activities giving participants opportunity to provide feedback</li> <li>• Surveys delivered regarding involvement in swimming and what may have led to their exit from the sport.</li> </ul>	<ul style="list-style-type: none"> <li>• Ask young people! Listen and follow through.</li> <li>• Club Captains</li> <li>• Junior Committees</li> <li>• Include a swimmer representative on main club committee</li> <li>• Swimmers contribute to decisions affecting them eg new coach employment, uniform, club nights, race meets or special events (<a href="#">see club example</a>)</li> <li>• Senior kids contribute to club newsletter or social media</li> <li>• Take all complaints or concerns seriously and respond promptly and thoroughly.</li> <li>• Get feedback via surveys</li> <li>• Talk to kids about safety using age-appropriate information</li> </ul>



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<b>3 Families</b>	Families and communities are informed and involved	<ul style="list-style-type: none"> <li>• Weekly club <a href="#">Hot Off The Blocks (HOTB) newsletter</a></li> <li>• Monthly members <a href="#">Swimmer Magazine</a></li> <li>• Active on social media channels</li> <li>• SSF learnings included in HOTB</li> <li>• SSF presentations to club volunteers and parents</li> <li>• <a href="#">Staff profiles and contact details</a> on SNSW website</li> <li>• <a href="#">MPIOs listed on website</a></li> <li>• Any information that is sent out goes to the swimmer, the swimmer's parent/guardian (if under 18) and coach</li> <li>• Pathway information presentations at development and activity/squad days</li> <li>• Parent/guardians receive constant communication in the lead up to events regarding processes which have the safety of children (and all other stakeholders) as the polices' main consideration</li> </ul>	<ul style="list-style-type: none"> <li>• Club newsletters</li> <li>• Social media</li> <li>• Share content from Swimming NSW channels with your members</li> <li>• Open club meetings or Info Nights for all members</li> <li>• Request a SSF presentation for your members</li> <li>• Child Safety focussed information readily available</li> <li>• MPIOs listed on website and publicised</li> <li>• Committee leadership team easily identifiable at club nights (badges or a specific t shirt etc.) and have profiles and photos on website</li> <li>• Request feedback and input from families on club policies and practices</li> <li>• Compulsory parent involvement e.g. timekeeping or BBQ roster</li> </ul>



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4 Diversity	Equity is upheld and diverse needs are taken into account.	<ul style="list-style-type: none"> <li>• <a href="#">Swimming Australia Diversity and Inclusion Policy</a></li> <li>• <a href="#">Multi-Class Swimming and classification</a></li> <li>• Children empowered to speak up through junior committees</li> <li>• Use of social media to promote diversity ‘weeks’</li> <li>• Acknowledgement of country before start of session at swimming and non-swimming events</li> <li>• Upcoming project with LOTE Agency to introduce membership materials in multiple languages ahead of the 2022-2023 season</li> <li>• Key partnership with mental health champion <a href="#">ReachOut.com.au</a></li> <li>• Tiers on Pathway Squads, dependent on level and age of swimmer</li> <li>• Launch of new <a href="#">Swimming NSW 2021-2022 membership options</a>, offering more varied price-points and benefits packages</li> <li>• Para Performance Pathway, including specific Para Squads</li> <li>• Dedicated Multi-Class meets across the Summer and Winter seasons, providing greater access to swimming events for these athletes               <ul style="list-style-type: none"> <li>○ Multi-Class events included in Swimming NSW Championship programs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Offer Multi-Class swimmers opportunities</li> <li>• Offer squad alternatives for older kids e.g. yr 12 students ‘swim fit’</li> <li>• Children empowered to speak up through junior committees.</li> <li>• NAIDOC week</li> <li>• Acknowledgement of country before start of session</li> <li>• LGBTI+ awareness and openness</li> <li>• Mental Health week etc: use social media to support those ‘weeks’. Simply share SNSW socials.</li> <li>• Give particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds</li> </ul>





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5 Workers	Staff and volunteers working with children are suitable and supported	<ul style="list-style-type: none"> <li>• WWCC essential for all appropriate members and staff</li> <li>• Verification process followed</li> <li>• Recruitment policy is part of the SSF</li> <li>• Induction for all staff and volunteers. Get staff to sign certain policies e.g. the SSF</li> <li>• Always use accredited coaches and officials</li> <li>• All staff and volunteers must have a WWCC</li> <li>• All coaches must have a valid ASCTA accreditation</li> <li>• All staff and coaches must complete the Sport Integrity Australia Child Safeguarding course</li> <li>• All Technical Officials and volunteers at SNSW events must have a WWCC</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">WWCC – follow up with verification process</a></li> <li>• Always use accredited coaches and officials</li> <li>• Follow SSF Recruitment policy</li> <li>• Nominate a <a href="#">Volunteer Coordinator</a> position on the committee.</li> <li>• Treat volunteers like employees with processes for ‘employment’</li> <li>• Induction for all staff and volunteers</li> <li>• Ensure all leaders at your club are good role models</li> <li>• Be aware of the kind of language being used at your club – embed that in your culture. Make it positive and welcoming and all encompassing.</li> <li>• Ensure appropriate supervision of staff and volunteers</li> </ul>



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<b>6 Complaints</b>	Child focussed process to respond to complaints of child abuse	<ul style="list-style-type: none"> <li>• Child related complaints go direct to police and/or Swimming Australia and are kept confidential.</li> <li>• SSF complaint procedure is easy to access and has clear flow chart steps to follow.</li> <li>• Organise and insist clubs attend MPIO courses</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified MPIOs at club are well known to all</li> <li>• Chaplain available</li> <li>• Take all complaints seriously and follow SSF – ensure the leaders and members understand the complaints process</li> <li>• Ensure children know their rights and who to go to if they have an issue.</li> <li>• Have multiple ways people can report a complaint</li> <li>• Offer appropriate support to all parties involved in any issues.</li> </ul>
<b>7 Education</b>	Staff and volunteers know how to keep children safe	<ul style="list-style-type: none"> <li>• SSF Guidelines for dealing with Children and Young People.</li> <li>• Coaches and leaders informed on how to look out for signs of vulnerable children and how to report them (outlined in SSF).</li> <li>• All staff and coaches must complete the Sport Integrity Australia Child Safeguarding course</li> <li>• Staff accreditation kept up to date for courses that contribute to safety of children; e.g. First Aid, CPR, COVID-19 Infection control etc</li> </ul>	<ul style="list-style-type: none"> <li>• Designate a child safe officer on your committee</li> <li>• Let your members/committee members know about free online training, for example:               <ul style="list-style-type: none"> <li>○ <a href="#">Play By The Rules</a></li> <li>○ <a href="#">Office of the Children’s Guardian</a></li> <li>○ <a href="#">Office of Sport</a></li> <li>○ <a href="#">E Safety</a></li> </ul> </li> <li>• Offer regular SSF Info nights for parents (ask SNSW to assist).</li> <li>• Insist on all volunteers and coaches doing Office of the Children’s Guardian’s Child Safe Training.</li> <li>• Consider appropriate adult conversations and language when children are present.</li> </ul>



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8 Environments	Minimise the opportunity for abuse to occur	<ul style="list-style-type: none"> <li>• SSF has clear set standards for behaviour expectations within its Code of Conduct</li> <li>• Recruitment policy is part of the SSF</li> <li>• Zero tolerance policy for abuse</li> <li>• Separate change rooms for TOs/volunteers and swimmers e.g. at SOPAC major events</li> <li>• Policies for overnight camps as per SSF</li> <li>• Child safeguarding policies e.g. ensure adequate adult supervision (mixed gender) at activities</li> <li>• Adult and child accommodation always separate</li> <li>• Child and adult never alone together</li> </ul>	<ul style="list-style-type: none"> <li>• Only use one-way social media communication e.g. Team App</li> <li>• Always include a parent in club/squad communication</li> <li>• Close any vulnerable loophole opportunities for perpetrators to strike (physical and online environment)</li> <li>• Manage high risk areas e.g. change rooms</li> <li>• Lots of child safe signage visible e.g. in changerooms.</li> <li>• Educate all members and staff as to what is allowed and what is expected.</li> <li>• Offer separate adult and child change rooms.</li> <li>• Follow SSF for overnight camps or away meets</li> <li>• Ask children about their own safety concerns</li> </ul>



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<b>9 Review</b>	Implementation of the Child Safe Standards is reviewed	<ul style="list-style-type: none"> <li>• Make it easy for everyone to find the information on child safety processes (<a href="#">Swimming NSW</a> website; <a href="#">Club House</a> website)</li> <li>• Ongoing reviews of practice across the organisation</li> <li>• Offer regular webinars/Facebook live/social media updates regarding Child Safe Standards</li> <li>• Always strive to keep improving</li> </ul>	<ul style="list-style-type: none"> <li>• Seek feedback from children, staff, volunteers and families</li> <li>• Ensure there is a good induction for new volunteers with regards to Child Safe Standards.</li> <li>• Regular Information Days for coaches; parents; volunteers; kids too.</li> <li>• Always strive to keep improving</li> </ul>
<b>10 Policies</b>	Policies and procedures document how the organisation is child safe	<ul style="list-style-type: none"> <li>• Swimming Australia recently upgraded the SSF and made it even more child focussed</li> <li>• SNSW Risk Management Plans</li> <li>• Develop child-friendly versions of policies</li> <li>• SNSW has child safe/SSF posters for clubs</li> </ul>	<ul style="list-style-type: none"> <li>• Stay up to date with SSF and apply it to your club’s environment.</li> <li>• <a href="#">Risk Management plans</a> to include child safety</li> <li>• Social Media and technology policies are followed (from SSF)</li> <li>• Put up SNSW posters in visible locations – ask for more if required</li> </ul>