

# Avoca Football Netball Club

## Child Safe Code of Conduct

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in the Avoca Football Netball Club's (AFNC) activities, including coaches, officials, volunteers and parents.

All AFNC members, staff and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct and other AFNC policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Complying with our **guidelines** on physical contact and communications with children
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

AFNC Members, staff and volunteers **MUST NOT**:

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Have unauthorised contact with children and young people online or by phone.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the AFNC Child Safety Officer or Club President.

This Code of Conduct will be reviewed by the AFNC annually.

I have read this Code of Conduct and agree to abide by it at all times.

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

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

Role: \_\_\_\_\_

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

# AFNC Child Safe Standard: Physical Contact Guidelines

## What physical contact is appropriate?

Creating a child safe environment does not mean ceasing all physical contact with children, however the AFNC has the following guidelines and strategies in place to ensure that all physical contact that occurs is appropriate, related to the sport and only occurs where necessary.

## The AFNC identifies appropriate physical contact as:

- Providing guidance to develop a particular skill; or
- Prevent an injury.

## Never assume that physical contact with a child is acceptable.

- Unless not practical or possible to do so (e.g. in an emergency) always ask permission before making contact with a child.
- Use words to accompany and explain the reason for any physical contact with a child.
- Have a polite and respectful conversation with parents and children (especially teenagers) to ensure you are aware of any sensitivities specific to:
  - Children from diverse cultures; or
  - Children with a disability or medical condition.

## TRANSPORT

The AFNC may arrange club endorsed events or activities that may include or involve transportation. Club endorsed travel will include:

- Having two adults (not related or in a relationship) involved in transportation of a child and/or children, including car or bus.
- Ensuring that pick-up is from a specified location that can be utilised in all weather conditions, preferably in view of the public.
- Having an adult stay back to ensure all children are collected, at the specified location in public view.
- Informing parents on a regular basis as to the collection of their children – when, where and what to do if they are delayed.
- If a single person is required to transport a child, a transport permission form **must be** completed and signed by a parent/guardian.

## OVERNIGHT OR AWAY TRIPS

For trips away and overnight stays, the AFNC will ensure that:

- Appropriate levels of supervision are adhered to at ALL times (i.e. ratio of children per adult).
- The gender mix of supervising adults is appropriate for the children participating.
- If staying overnight, practical options are explored so that adults and children do not sleep in the same room overnight (i.e. school camps).
- At least one of the supervising adults should have a current first aid qualification.
- Adults will not share rooms with children; and
- Will not have supervising adults that are related or partners (if only two are present).

## DISCIPLINE

From time-to-time there may be a child taking part who does not behave. Setting clear rules and expectations for everyone's behaviour will assist with the management of this, but not completely prevent it from happening.

- Engage children in the development of codes of conduct or session expectations.
- Utilise a time-out area for children who are not behaving, in view of the public (i.e. designated area on the sidelines).
- Adopt positive methods for managing challenging behaviour such as directing other children to move away from the situation and/or talking one on one to the child concerned.

Do not:

- Physically restrain a child for poor behaviour i.e. by grabbing them by the arm; or
- Respond to poor behaviour from a child with poor or aggressive language.

## FIRST AID

Injuries, while not pleasant and sometimes severe, can occur when children participate in sport. In line with the development of a child safe environment, the AFNC provides information on first aid and trainers.

The AFNC will:

- Have (where possible), a male and female qualified first-aid responder in attendance (both home and away).
- Ensure trainers use appropriate words and language to explain what care they are giving and ask for consent whenever possible and practical.
- Ensure the first-aid kit includes a blanket, sheet or similar to provide draping if required.
- Only expose the injured part of a child's body (i.e. only remove a shoe and sock for an ankle injury) and using draping if needed.
- Utilise a first-aid room which is not isolated and is easily accessible (i.e. open door, visual access into the room via windows). The door to the room will always be open.

## SUPPORTING CHILDREN WITH A DISABILITY:

Most children with a disability will have a 'plan' for managing toileting and other personal care needs. It is not likely that this assistance will be required from organisation personnel however, should the situation arise it is important to manage this with consideration to the child's dignity and safety for the child and organisation personnel. An individual plan should be discussed with the parents of the child and documented.

Try to avoid:

- Offering to assist with toileting or other personal care needs when there is a carer or parent present or where the assistance is not necessary.
- Over assisting and touching when providing assistance, particularly when assisting a child with a disability.

## AFNC Child Safe Standard: Communication Guidelines

There will be times when communication with children is necessary, and such communication should always be done in an appropriate manner. An example of this may be advising children of training and competition times.

The AFNC requires all official club communication is undertaken with using the clubs official TeamApp. Coaches are required to communicate training information, team selection in and other key club information using TeamApp.

## MOBILE PHONES, EMAIL, SOCIAL MEDIA

- Coaches may provide their contact number to parents if they wish to communicate with individual players.
- Coaches may provide their contact phone number to individual players to communicate directly with them, however it is required that the only communication is directly related to AFNC activity and that a record of messages is kept at all times.
- Coaches are asked not to use email or social media apps (e.g. WhatsApp, Snapchat, Facebook) to communicate with children.
- Coaches are encouraged to avoid 'friending' children on social media
- Coaches are asked to avoid having correspondence of a personal nature via any medium that is unrelated to your role within the Club.
- Inappropriate sharing of personal contact details beyond what is reasonable for the management of an injury/illness or other emergency incident may be a breach of privacy legislation (see Australian Privacy Principles).

## MEETINGS

- Hold meetings in public places and not in isolated areas
- Avoid using the meeting room, or change rooms but if required, keep the door open
- Ask a support person to attend a meeting if possible and advise parent/guardians.