

LAKE COOTHARABA SAILING CLUB

Child Protection (Blue Card) Policy & Child Safety Code of Conduct



Author: Paul Armstrong

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POLICY STATEMENT

It is the policy of LCSC to fully comply with all relevant legislation. This is especially so when it comes to legislation that affects the safety and wellbeing of children and young people.

The club is committed to providing an ongoing pathway for young people to learn how to sail and become long term members of the sailing community in a safe and supporting environment.

BLUE CARD SYSTEM

All children in Queensland have a right to be safe and protected from harm. The Blue Card system regulates activities that are essential to children's lives. These include childcare, education, sport, cultural activities and foster care. Blue Card Services is a State Government department that administers the Blue Card system in Qld, and they check and monitor people who work in these industries and help organizations to create safe environments for children.

The Blue Card system is regulated by 2 pieces of legislation: the [*Working with Children \(Risk Management and Screening\) Act 2000*](#) (the Act) and the [*Working with Children \(Risk Management and Screening\) Regulation 2020*](#) (the Regulations).

A child is defined as an individual below the age of 18 years.

Changes to the legislation were implemented on 20 September 2025 and this policy has been updated to include any changes relevant to Lake Cootharaba SC. A more comprehensive summary of the changes introduced on 20 September 2025 can be found [here](#).

WHAT DOES THE LAW REQUIRE?

With some limited exceptions, a person (volunteer or paid contractor) needs a blue card if they are working or volunteering within a club or association in roles that:

- Provides services directed mainly towards children;
- Conducts activities mainly involving children; or
- Engages in decision-making in relation to children as a member of a committee.

It is the responsibility of both the individual and the organization to ensure that these requirements are met.

There are several exceptions to the requirement to hold a Blue Card, most notably that a parent who volunteers to provide services or conduct activities does not need a Blue Card if their child receives similar services, or takes part in similar activities, that the parent provides at the same Club. For example, a parent does not need a Blue Card to instruct a Tackers group if their child is also in the Tackers program at the club. Please note that the rules relating to parent volunteers were tightened in the changes that were introduced on 20 September 2025, and any parent involved in the following activities **does** require a blue card:

- Overnight excursions or camps;
- If their volunteering includes close personal contact with a child other than their own; or

- If the parent is a restricted person.¹

Also, certain professions do not need to obtain a Blue Card to work with children in their professional capacity. This includes teachers and police officers (lawyers were included in this exception but this changed on 20 September 2025). Relevant to our circumstances, if someone from one of these professions is going to volunteer to do work with children outside their professional capacity, then they need to apply for a Blue Card (or an Exemption Card in the case of teachers).

A person whose volunteer role is not mainly targeted at children does not require a Blue Card even if they occasionally deal with children in that role. For example, a rescue boat volunteer does not need a Blue Card if the boat is being used for normal club racing even if that boat may be required to assist a child at some point. However, if the rescue boat is dedicated to a junior regatta, then all crew members would need a Blue Card.

As an organization that has volunteers who work with children, LCSC is required to:

1. Identify all roles which involves a volunteer working largely with children;
2. Maintain a register of all people engaged in child-related work in our organization;
3. Link these individuals to LCSC on the Blue Card Organization Portal;
4. Ensure that anyone working in one of these roles has a valid Blue Card **before they start that work**;
5. Regularly check that each volunteer's card remains current;
6. Inform Blue Card Services of any change to our organization's information; and
7. Develop and implement a child and youth risk management strategy. The required contents of the child and youth risk management strategy is specified in [Schedule 1 of the Regulations](#).

Breaches of the Act can result in fines and even imprisonment. For example, the maximum penalty for operating a child related service without a current blue card (or exemption card for teachers) is a fine of \$83,450.00 (500 penalty units) or 5 years' imprisonment.

A full list of penalties that apply to organizations can be found [here](#).

PROCEDURES

To ensure compliance with the legislation, the following procedures will be followed at LCSC:

1. It is the overall responsibility of the Executive Committee (chaired by the Commodore) to ensure these procedures are followed.
2. The Executive Committee will appoint a Blue Card administrator whose role will be to supervise the day-to-day operation of this policy and ensure the organizational portal

¹ A restricted person is a person who either: has been issued a negative notice; has a suspended blue card; is a disqualified person; has been charged with a disqualifying offence that has not been finalised; or is the subject of an adverse interstate Working with Children Check decision that is in effect.

is kept up to date. In the absence of a specific nomination, the Commodore will undertake the role of Blue Card administrator.

3. The club will maintain a list of all roles in the club that require a person undertaking that role to have a valid Blue Card or Exemption Card. This list will form part of this policy as Schedule 1 and will be updated as required or annually, whichever is more relevant.
4. Except for individuals who do not require a Blue Card (e.g. a parent volunteer), no one is to be allocated to one of the roles listed in Schedule 1 unless the following has been completed:
 - a. The volunteer has joined the club (this can be as a volunteer/social member);
 - b. The volunteer has been registered as a LCSC volunteer on the Blue Card Services Organization Portal (see below for the process to be followed to link a new volunteer to LCSC on the portal);
 - c. The volunteer has obtained a Blue Card (or an Exemption Card); and
 - d. The Blue Card Services Organization Portal has been checked immediately before a volunteer commences work to ensure that their Blue Card (or Exemption Card) is still valid.
5. The person responsible for organising any event for which volunteers will require a Blue Card (e.g. Junior Learn to Sail, Junior regattas, etc.) will be provided access to the Blue Card Services Organization Portal and will be responsible for conducting the checks listed in [4.a] – [4.d] above.
6. To ensure a record is kept of our active compliance with the Blue Card system, the person conducting the Blue Card check (as per [5] above), will email the club's Blue Card Administrator with the following information:
 - a. The details of the event (e.g. Junior sailing on Sunday 22 September 2024);
 - b. The names of all the volunteers who attended the event and their roles; and
 - c. Confirmation that the Blue Card Services Organizational Portal has been checked (including the date on which the check took place) and that each volunteer has a valid Blue Card or Exemption Card.

BECOMING A BLUE CARD VOLUNTEER WITH LCSC

The following steps apply:

1. Before being linked as a new volunteer at LCSC on the Blue Card Services Organization Portal the relevant individual must have an account with Blue Card Services. They will have an account if they already have a Blue Card (e.g. when they have been volunteering for another organization). If they don't have an account they will need to create one by following the steps detailed in the following link - [register for an online account](#).

By creating an account with Blue Card Services, the individual's identity will be verified by Blue Card Services.

2. Once an account has been created, the relevant individual must notify LCSC's Blue Card administrator.
3. LCSC's Blue Card administrator will log on to the Blue Card Services Organization Portal and link the individual as a volunteer with LCSC. To do this, the administrator will need the individual's full name and date of birth. This can either be obtained from the individual themselves or from the RevSport database (this is because the person should also be a member of LCSC, and their membership information will be contained in RevSport).
4. If the new volunteer already has a Blue Card, then no further action is required once they are linked to LCSC on the portal. However, if the volunteer needs to apply for a Blue Card, then they should be informed they have been linked to LCSC and can now proceed with an application for their Blue Card (or exemption card) using the online applicant portal which can be found [here](#).
5. It should be noted that linking a new volunteer to LCSC on the organization portal is only the first step. The validity of the person's Blue Card needs to be checked before being allocated as a volunteer to an event in which they require a Blue Card as per [4.a] – [4.d] above.

THE ROLE OF THE BLUE CARD ADMINISTRATOR AT LCSC

The club's executive committee will nominate a Blue Card Administrator (refer [2] above). This person will be responsible for the following:

1. Managing access for other club members to the Blue Card Services Organization Portal.
2. Ensuring these policies and procedures are implemented and complied with.
3. Providing support, training and advice to other club members who are affected by these policies and procedures.
4. Informing Blue Card Services of any change to our organization's information.
5. Regularly reviewing the list of volunteers linked to LCSC on the portal and deleting any who are no longer members.
6. Being the primary interface between LCSC and Blue Card Services.
7. Reporting any breaches of the Act to Blue Card Services.

REGISTER OF VOLUNTEERS INVOLVED IN CHILD RELATED ACTIVITIES

The Act requires that we maintain a register of all volunteers involved in child related work. If these policies and procedures are properly implemented and adhered to then the list of volunteers linked to LCSC on the Organization Portal will become that register. For statutory compliance there should be no need to keep a separate register.

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

As mentioned above, the club is also required to establish and implement a risk management strategy covering any club activities involving children and young people. This strategy goes beyond the requirements of the Blue Card System and covers the broader aspects of providing a safe environment for our youngsters.

As part of this strategy, Lake Cootharaba Sailing Club has published a Child Safety Code of Conduct which is available from our website at <https://lcsc.org.au/wp-content/uploads/2020/08/LCSC-Child-Safety-Code-of-Conduct-July-2020.pdf>.

Australian Sailing has also published a more detailed document entitled "Australian Sailing Child Safeguarding Policy" which, to the extent that it is applicable to our club, is replicated in **SCHEDULE 2** - Child and youth risk management strategy.

Special attention is drawn to the section of Annexure B entitled "**CHILD SAFE PRACTICES**".

FURTHER INFORMATION

Further information can be obtained from the Blue Card Services website at <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

Questions relating to this policy and how it should be implemented can be directed to the club's Blue Card Administrator. This position is currently held by:

Paul Armstrong

M. 0413 071 650

E. paularmstrong@optusnet.com.au

SCHEDULE 1 – Roles at LCSC requiring a Blue Card

Roles requiring a Blue Card

The following roles at LCSC have been identified as requiring the individual undertaking that role to have a valid Blue Card and to be linked to LCSC on the Blue Card Services organizational portal:

- All Executive Committee Members;
- All members of the Participation and Training sub-committee;
- All instructors, coaches, assistants, boat crews and coordinators involved in the junior learn to sail program; and
- All instructors, coaches, assistants, boat crews and coordinators involved in events involving juniors only, including junior regattas.

SCHEDULE 2 - Child and youth risk management strategy

Australian Sailing Child Safeguarding Policy

Summary

Australian Sailing has a zero-tolerance policy to child abuse and neglect in any form.

Australian Sailing is committed to safeguarding and promoting the welfare of Children in Sailing by providing a safe and inclusive environment and by ensuring that everyone involved in Sailing is educated and informed of their responsibilities to protect and look after Children.

All Children have the right to feel safe and protected from all forms of abuse, harm, and neglect. Children have the right to take part in sport in a safe, positive, and enjoyable environment.

Australian Sailing aims to create and maintain an inclusive, child-safe environment that is understood, endorsed, implemented, and adhered to by everyone involved in Sailing.

This Policy is part of Australian Sailing's proactive and preventative approach to upholding its commitment to the safety, wellbeing, participation and empowerment of all Children who access Sailing.

This Policy seeks to ensure that everyone involved in Sailing is aware of their rights and responsibilities in relation to Children. This Policy sets out the standards of behaviour expected of those involved in Sailing and the behaviours that are not acceptable ('Prohibited Conduct').

This Policy imposes obligations on Australian Sailing and Sailing Organizations in relation to responding to allegations of Prohibited Conduct, including reporting suspected Child Abuse to the appropriate authorities, and to implementing a commitment to child safety and child-safe practices, including recruitment and screening of staff and volunteers.

1. Definitions

Defined terms not otherwise defined in this Policy have been defined in and have the meaning given to them, in the National Integrity Framework. In this Policy the following words have the corresponding meaning:

- **Abuse** means any type of abuse (including physical, emotional, psychological, sexual and inappropriate use of power) that has caused, is causing or is likely to cause harm to a person's wellbeing, whether in person or as the result of a publication viewable by any other person by any means.
- **Australian Child Protection Legislation** means all state/territory child protection legislation as amended from time to time.
- **Bullying** means a person or group of people repeatedly and intentionally using words or actions, or the inappropriate use of power, against someone or a group of people to cause distress and risk to their wellbeing.
- **Child or Children** means a child or young person, or two or more children or young persons, who is or are under the age of 18 years.

- **Child Abuse** has the meaning given to it in Schedule 1 and includes the following as outlined in that Schedule:
 - (a) Physical Abuse
 - (b) Emotional or Psychological Abuse
 - (c) Sexual Abuse
 - (d) Neglect
 - (e) Exposure to Family Violence.
- **Child Safe Commitment** refers to Relevant Organizations' commitment to child safety in Sailing, as outlined in Annexure B.
- **Child Safe Practices** refer to the child safety requirements and practices adopted and implemented by Relevant Organizations to help ensure the safety of Children participating in a Sailing Activity as outlined in Annexure B.
- **Grooming** refers to the process by which an adult establishes a trusting relationship with a child and those associated with the child's care and wellbeing, to create an environment in which abuse can occur.
- **Harassment** means any type of behaviour towards a person that they do not want and that is offensive, abusive, belittling or threatening and is reasonably likely to cause harm to the person who is the subject of the harassment.
- **Misconduct with a Child** means any behaviour involving a Child that is objectively age inappropriate and/or places the Child at risk of harm.
- **MPP** means the Member Protection Policy of Australian Sailing.
- **Policy** means this Child Safeguarding Policy including any schedules and annexures.
- **Prohibited Conduct** means conduct in breach of clause 4 of this Policy.
- **Recruitment & Screening** means the child safety recruitment and screening requirements adopted and implemented by Relevant Organizations to help ensure the safety of Children participating in Sailing, as outlined in Annexure C.
- **Sexual Misconduct** means:
 - (a) Sexual Harassment, which is any unwanted or unwelcome sexual behaviour where a reasonable person would anticipate the possibility that the person being harassed would feel offended, humiliated, or intimidated; and
 - (b) Sexual Offences, which include any criminal offence involving sexual activity or actions of indecency.
- **Unlawful Discrimination** includes:
 - (a) Direct Discrimination, when a person or group of people is treated less favourably than another person or group, because of a personal characteristic; and
 - (b) Indirect Discrimination, when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic

they share, where such personal characteristic is protected by applicable anti-discrimination legislation.

- **Victimisation** means subjecting a person, or threatening to subject a person, to any unfair treatment because the person has made, or intends to pursue their right to make, a complaint or lawful disclosure, including under applicable legislation or this Policy, or for supporting another person to take such action.
- **Vilification** means a public act, conduct or behaviour that incites hatred, serious contempt for, or revulsion or severe ridicule of, a person or group of people because of a particular characteristic they hold, as covered by applicable legislation, including their race or religion, or homosexuality, transgender or HIV/AIDS status.
- **WWCC** means a 'Working with Children Check' (however named) under the applicable legislation of a state or territory.

2. Jurisdiction

2.1 This Policy applies to:

- a) Relevant Persons; and
- b) Relevant Organizations.

2.2 When this Policy applies:

- a) All Relevant Persons and Relevant Organizations to which this Policy applies must comply with this Policy (at all times whilst they are a Relevant Person or Relevant Organization), including:
 - i. in relation to any dealings they have with a Child arising from the Relevant Person's, Relevant Organization's, or the Child's involvement in any capacity with Sailing.
 - ii. in relation to any dealings in relation to a Child that they might have with a Relevant Organization or their staff, contractors, and representatives;
 - iii. when dealing with a Child or other Relevant Person or Relevant Organization in their capacity as a Relevant Person or Relevant Organization; and
 - iv. in relation to their Membership or standing as a Relevant Person or Relevant Organization in general.
- (b) The following is not within the scope of this Policy:
 - i. interactions involving a Relevant Person and a Child where there is no direct or indirect link to Sailing or a Relevant Organization.

3. Requirements of Relevant Persons and Organizations

3.1 Requirements of Relevant Persons

Relevant Persons must always:

- a) comply with the requirements of Responding to Child Abuse Allegations in Annexure A;

- b) comply with the Child Safe Practices as set out in Annexure B;
- c) report any concerns or allegations of Prohibited Conduct involving any Relevant Person or Relevant Organization;
- d) provide true and accurate information during Recruitment & Screening;
- e) comply with all obligations that they are subject to under the Australian Child Protection Legislation; and
- f) comply with all legislative obligations that they are subject to in relation to reporting of suspected Child Abuse or a WWCC9

3.2 Requirements of Relevant Organizations

Relevant Organizations must:

- a) adopt, implement, and comply with the:
 - i. Child Safe Commitment;
 - ii. Child Safe Practices; and
 - iii. Recruitment & Screening, including reviewing and amending those requirements from time to time;
- b) comply with the 'Responding to Child Abuse Allegations' in Annexure A;
- c) use best efforts to assist Relevant Persons to fulfil their responsibilities under this Policy;
- d) recognise any Sanction imposed under this Policy; and
- e) take all necessary steps to:
 - i. enforce any Sanction imposed under this Policy and the Complaints, Disputes & Discipline Policy; and
 - ii. procure compliance with the 'Responding to Child Abuse Allegations' in Annexure A.

4. Prohibited Conduct

4.1 Prohibited Conduct

A Relevant Person or Relevant Organization commits a breach of this Policy when:

- a) they, either alone or in conjunction with another or others, engage in any of the following conduct against, or in relation to, a Child or Children in the circumstances outlined in clause 2.2:
 - i. Child Abuse;
 - ii. Grooming;
 - iii. Misconduct with a Child;

- iv. request or infer that the Child keep any communication secret from their parents, guardian, carer, or other Relevant Person such as a coach or administrator, or Relevant Organization;
 - v. supply alcohol, or drugs (including tobacco) to a Child;
 - vi. supply medicines, except when permitted by law or with the consent of the parent, guardian, or carer of the Child and under a valid prescription for that Child and at the prescribed dosage; or
 - vii. commit any act that would constitute Prohibited Conduct under the Member Protection Policy;
- b) there is a breach of a requirement imposed under clause 3.1, or sub-clauses 3.2(a), 3.2(b) or 3.2(e)(ii));
 - c) they are involved in or have knowledge of and do not report a breach of clauses 4.1(a) or 4.1(b); or
 - d) they have engaged in an attempt to breach sub-clauses 4.1(a) (i), (ii), (iii) or (v).

5. Reporting

- a) Where a Relevant Organization becomes aware of an Alleged Breach and the information known about that Alleged Breach is such that it would cause a reasonable person to suspect that a Child is, or is at risk of, being abused and/or neglected:
 - i. The Relevant Organization must comply with, and procure compliance with, the requirements of Responding to Child Abuse Allegations in Annexure A; and
 - ii. no further action under the Complaints, Disputes and Discipline Policy in relation to that Alleged Breach, except Provisional Action or Assessment, should occur until the obligations in (i) are complied with.

6. Complaints, Disputes & Discipline Policy

The Complaints, Disputes and Discipline Policy applies to any alleged Prohibited Conduct, including reports of breaches, of this Policy.

National Integrity Framework

The National Integrity Framework applies to this Child Safeguarding Policy. When interpreting this Policy, any provisions inconsistent with the National Integrity Framework apply to the extent of that inconsistency.

Schedule 1 - Child Abuse Definitions

Child Abuse is the mistreatment of a Child that:

- causes, is causing or is likely to cause any detrimental effect so that a Child's physical, psychological, or emotional wellbeing; or
- does, or is likely to, endanger that a Child's physical or emotional health, development, or wellbeing, whether through a:
 - single act, omission, or circumstance; or
 - series or combination of acts, omissions, or circumstances, and includes:

1. **Physical Abuse** occurs when a person subjects a Child to application of physical force, which may cause injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a Child. Physically abusive behaviour includes, but is not limited to:

- a) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, kicking; and
- b) harmful training methods or overtraining where there is the potential to result in damage to a Child's physical development.

2. **Emotional or Psychological Abuse** occurs when a Child does not receive the love, affection, or attention they need for healthy emotional, psychological, and social development or are exposed to violence/abuse against other Children or adults. Such abuse may involve:

- a) repeated rejection or threats to a Child;
- b) constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule, intentional exclusion, continual coldness, and rejection;
- c) Bullying and Harassment;
- d) harmful training methods or overtraining where there is the potential to result in damage to a Child's physical, intellectual, or emotional wellbeing and development.

3. **Sexual Abuse** occurs when an adult, or a person in authority (i.e. older, or younger but more physically or intellectually developed) involves a Child in any sexual activity. A child cannot provide consent, therefore even if 'consent' is given, it still constitutes sexual abuse.

Perpetrators of sexual abuse take advantage of their power, authority, or position over the Child for their own benefit. It can include making sexual comments to a Child, kissing, touching a Child's genitals or breasts, oral sex, or intercourse with a Child.

Sexual exploitation is a form of Sexual Abuse and occurs when Children are forced into or involved in sexual activities that are then unlawfully recorded in some way, or recorded without the consent of one or more parties, or used to produce child sexual abuse material. Such material can be in the form of photographs or videos, whether published or circulated on the internet or social media. Encouraging a Child to view pornographic videos, websites, or images, or engaging a Child to participate in sexual conversations over social media or otherwise is also considered sexual exploitation.

4. **Neglect** is the persistent failure or deliberate failure or denial to meet a Child's basic needs. Child Neglect includes the failure to provide adequate food, clothing, shelter, adequate

supervision, clean water, medical attention, or supervision to the extent that the Child's health and development is or is likely to be harmed. Types of neglect include physical, medical, emotional, educational neglect and abandonment.

5. Exposure to Family Violence is any abusive behaviour used by a person in a relationship to gain and maintain control over their partner or ex-partner. It can include a broad range of behaviour that causes fear and physical and/or psychological harm. If a Child is living in a household where there have been incidents of domestic violence, then they may be at risk of significant physical and/or psychological harm.

ANNEXURE A - Responding to Child Abuse Allegations

As a person involved in Sailing you play a crucial role in protecting Children. You must follow the four actions set out below when responding to any Child Abuse allegations.

Action 1 - Responding

If a Child is at risk of immediate harm you must ensure their safety by:

- Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns;
- Administering first aid, if required;
- Separating at-risk Child and others involved;
- Identifying an appropriate contact person for any on-going liaison with the Police.

If there is no immediate harm go to Action 2 below.

Action 2 – Reporting

If you suspect, on reasonable grounds that a Child was, or is at risk of being abused and/or neglected, you must report it to the police and/or the relevant State/Territory child protection agency.

If the alleged Child Abuse is occurring in a Relevant Organization, it must be documented on the Report Form found at MAKE AN INTEGRITY COMPLAINT OR REPORT | Sport Integrity Australia <https://www.sportintegrity.gov.au/contact-us/make-an-integrity-complaint-or-report>.

You must also report internally to your designated contact in your sport, who then needs to report to the Integrity Unit, CEO and Board.

Action 3 – Contact

You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/guardians, and who should lead this contact (i.e. police, child protection department or Relevant Organization representative). This could include advice:

- Not to contact the parents or guardians in circumstances where they are alleged to have engaged in the abuse.
- To contact the parents/guardians and provide agreed information as soon as possible.

Action 4 - Support

- Support should be provided to any Child that has experienced abuse.
- It is important that the person providing support to the Child does not attempt to provide support which is outside of the scope of their role.
- Support should include maintaining a calm open manner when listening to any allegations and disclosures, while avoiding seeking detailed information or asking leading questions.

- This information needs to be well documented and shared with Sailing's designated contact.
- Further support for the Child, relevant adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan.

The Child Safe Contact in Australian Sailing is David Edwards david.edwards@sailing.org.au.

ANNEXURE B - Child Safe Commitment & Practices

1. CHILD SAFE COMMITMENT STATEMENT

Australian Sailing is committed to ensuring the safety and wellbeing of all Children that are involved in our sport. Our policies and procedures seek to address risks to child safety and to establish child safe culture and practices.

1.1 We are committed to keeping Children safe

- a) Through our Child Safeguarding Policy, we document our clear commitment to keeping Children safe from abuse and neglect.
- b) We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.

1.2 We promote equity and respect diversity

- a) We actively anticipate Children's diverse circumstances and respond effectively to those with additional vulnerabilities.
- b) We give all Children access to information, support, and a complaints processes.
- c) We consider the needs of all Children, particularly Aboriginal and Torres Strait Islander Children, Children with a disability, LGBTQI Children and Children from culturally and linguistically diverse backgrounds.

1.3 Our staff and volunteers know the behaviour we expect

- a) We ensure that each person involved in our delivery of services to Children understands their role and the behaviour we expect in relation to keeping Children safe from abuse and neglect through application of our Child Safe Practices.
- b) We utilise clear position descriptions which clearly state relevant child safe requirements.
- c) We have Child Safe Practices, which are approved and endorsed by Sport Integrity Australia and the Australian Sailing Board that outlines our expectations for behaviour towards Children.
- d) Our staff and volunteers are given a copy of and have access to the Child Safe Practices.
- e) Our staff and volunteers indicate, in writing, that they have read and are committed to the Child Safe Practices.

1.4 We minimise the likelihood of recruiting a person who is unsuitable

- a) We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work/volunteer with Children.
- b) We will meet the requirements of the relevant state or territory Working with Children Check regulations.

1.5 Induction and training are part of our commitment

- a) We will provide all new staff, volunteers, and participants with information about our commitment to Child Safety including our Child Safeguarding Policy, Child Safe Practices and Responding to Child Abuse Allegations.
- b) We support ongoing education and training for our staff and volunteers to ensure child safety information is provided and updated as required.
- c) We ensure that our staff and volunteers have up-to-date information relevant to specific legislation applying in the state or territory they are based in or where they may travel to as a part of their duties.

1.6 We encourage the involvement of Children and their parents

- a) We involve and communicate with Children and their families in developing a safe, inclusive, and supportive environment. We will provide information to Children and their parents/carers (such as brochures, posters, handbooks, guidelines) about:
 - i. our commitment to keeping Children safe and communicating their rights;
 - ii. the behaviour we expect of our staff and volunteers and of themselves;
 - iii. our policy about responding to child abuse.
- b) We have processes for encouraging two-way communication with Children and families.
- c) We seek their feedback and have a process for responding.
- d) We respect diversity and seek to facilitate effective communication and involvement.

1.7 Our staff and volunteers understand their responsibility for reporting child abuse

- a) Our policy for responding to child abuse is approved and endorsed by Australian Sailing's Board and applies to all our staff and volunteers. Staff and volunteers must:
 - i. immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
 - ii. meet any legislated mandatory or other jurisdictional reporting requirements;
 - iii. follow a specified process when reporting abuse or neglect.
- b) Our staff and volunteers are given a copy of and have access to the Complaints, Disputes and Discipline Policy and understand the implications of the policy for their role.
- c) We document any allegation, disclosure or concern regarding child abuse and monitor responses to all allegations, disclosures, or concerns.

1.8 We maintain and improve our policies and practices

- a) We are committed to maintaining and improving our policies, procedures, and practices to keep Children safe from neglect and abuse.
- b) We have assigned responsibility for regularly maintaining and improving our policies and procedures to the Integrity Manager.

- c) We monitor our staff, volunteers, and external providers to ensure appropriate practice, behaviour and policies are followed.
- d) We require our staff and volunteers to disclose convictions or charges affecting their suitability to work with Children. We review police record and WWCC checks regularly.
- e) We have formally reviewed our service delivery to identify and document potential risks to Children.
- f) We undertake formal reviews, at least annually, to identify and document potential risks to Children associated with our service delivery.

2. CHILD SAFE PRACTICES

Australian Sailing is committed to safeguarding everyone involved in our organization including Children in our care, ensuring that they feel and are safe. Australian Sailing's Child Safe Practices have been developed to identify and prevent behaviour that may be harmful to the Children in our sport.

A breach of the Child Safe Practices is a breach of the Child Safeguarding Policy and will be managed by the Complaints, Disputes and Discipline Policy.

There may be exceptional situations where aspects of the Child Safe Practices do not apply, for example in an emergency it may be appropriate to physically restrain a child. However, it is crucial that, where possible, you seek authorisation prior to taking action that does not comply with these standards or that you notify a Relevant Organization as soon possible after any incident in which these standards are not complied with.

2.1 Sexual misconduct

- a) Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of Children.
- b) 'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:
 - i. 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution; and
 - ii. 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

2.2 Professional boundaries

- a) Relevant Persons must act within the scope of their role (as specified in their position description or contract) when working with Children who are involved or have been involved in our sport. They must not:
 - i. provide any form of support to a child or their family unrelated to the scope of their role, where there is no existing social, personal or family relationship (e.g. financial assistance, babysitting, provide accommodation);

- ii. use a personal phone, camera, or video camera to take images of Children;
 - iii. exhibit any type of favouritism towards a Child;
 - iv. transport Children unless specifically approved;
 - v. give gifts/presents to Children other than the provision of official awards;
 - vi. engage in open discussions of a mature or adult nature in the presence of Children;
 - vii. discriminate against any Child, including on the basis of gender identity, culture, race, or disability;
 - viii. have one on one contact with a Child outside of authorised sport activities (includes direct contact such as in-person as well as indirect, such as by phone, or online); or
 - ix. accept an invitation to attend any private social function at the request of a Child or their family, where there is no existing social, personal, or family relationship.
- b) If Relevant Persons become aware of a situation in which a Child requires assistance that is beyond the confines of that person's role, they should undertake any or all of the following at the earliest opportunity:
- i. refer the matter to an appropriate support agency;
 - ii. refer the Child to an appropriate support agency;
 - iii. contact the Child's parent or guardian;
 - iv. seek advice from a Relevant Organization.

2.3 Use of language and tone of voice

Language and tone of voice used in the presence of Children should:

- a) provide clear direction, boost their confidence, encourage, or affirm them;
- b) not be harmful to Children. In this respect, not use language that is:
 - i. discriminatory, racist, or sexist;
 - ii. derogatory, belittling, or negative, for example, by calling a Child a 'loser' or telling them they are 'too fat';
 - iii. intended to threaten or frighten; or
 - iv. profane or sexual.

2.4 Positive guidance (Discipline)

- a) Children participating in our sport will be made aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants.
- b) Relevant Persons and Relevant Organizations must use appropriate techniques and behaviour management strategies to ensure:
 - i. an effective and positive environment; and

- ii. the safety and/or wellbeing of Children and personnel participating in sport.
- c) Relevant Persons and Relevant Organizations must use strategies that are fair, respectful, and appropriate to the developmental stage of the Children involved.
- d) Children need to be provided with clear directions and given an opportunity to redirect their behaviour in a positive manner.
- e) Under no circumstances are Relevant Persons or Relevant Organizations to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

2.5 Supervision

- a) Children participating in our sport programs and services must always be supervised. Supervision must be constant, active, and diligent and requires Relevant Persons to always be in a position to observe each Child, respond to individual needs and immediately intervene if necessary.
- b) One-to-one unsupervised situations with Children should be avoided, however some services and programs may involve such circumstances (e.g., medical treatment and physical therapy) and in this case, these situations will need to be identified and recorded by the Relevant Organization.
- c) Any incident of one-to-one unsupervised contact should be immediately reported to the Relevant Organizations management within 24 hours of the incident occurring.

2.6 Use of electronic or online communications

- a) For any electronic or online communication with Children in our sport we adopt a two-deep model, that is, copy in the organization and a parent or guardian in all communication.
- b) When communicating with Children, Relevant Organizations and Relevant Persons must ensure content is:
 - i. directly associated with delivering our services, such as advising that a scheduled event is cancelled;
 - ii. concise with personal or social content limited only to convey the message in a polite and friendly manner;
 - iii. devoid of any sexualised language; and
 - iv. not promoting unauthorised social activity or contact.

2.7 Photographs of Children

- a) Children are to be photographed or videoed while involved in our sport only if:
 - i. the Child's parent or guardian has provided prior written approval for the photographs to be taken or for the video footage to be captured;
 - ii. the context is directly related to participation in our sport;
 - iii. the Child is appropriately dressed and posed; and

- iv. the image is taken in the presence of other personnel.
- b) Relevant Organizations and Relevant Persons must not distribute images or videos (including as an attachment to an email) to anyone outside our sport organization other than the Child photographed or their parent, without organizational knowledge and approval.
- c) Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others and will be destroyed or deleted as soon as they are no longer required.
- d) Images are not to be exhibited online or in publications (annual report) without parental knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the Child. Any caption or accompanying text may need to be checked so that it does not identify a Child if such identification is potentially detrimental.

2.8 Physical contact with Children

- a) Any physical contact with Children must be appropriate to the delivery of our sport programs or services and based on the needs of the Child such as assisting with the use of equipment, technique, treatment by a health practitioner or administering first aid.
- b) Under no circumstances should Relevant Persons have contact with Children participating in our programs and services that:
 - i. involves touching of genitals, buttocks, or the breast area other than as part of delivering medical or allied health services;
 - ii. would appear to a reasonable observer to have a sexual connotation;
 - iii. is intended to cause pain or distress to the Child (e.g. corporal punishment);
 - iv. is overly physical (e.g. wrestling, horseplay, tickling or other roughhousing);
 - v. is unnecessary (e.g. assisting with toileting when a Child does not require assistance); or
 - vi. is initiated against the wishes of the Child, except if such contact may be necessary to prevent injury to the Child or to others, in which case:
 - physical restraint should be a last resort;
 - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child to prevent harm to themselves or others; and
 - the incident must be reported to management as soon as possible.
- c) Relevant Persons are required to report to the Relevant Organization any physical contact initiated by a Child that is sexualised and/or inappropriate, for example, acts

of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child, Relevant Persons and any other participants.

2.9 Overnight stays and sleeping arrangements

- a) Overnight stays involving Children are to occur only with the Relevant Organizations approval and consent of a parent or guardian of the Children involved.
- b) Written approval must be obtained prior to the overnight stay. Written approval could include electronic messaging formats such as email or SMS.
- c) Practices and behaviour by Relevant Persons involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport at all other times.
- d) Standards of conduct that must be observed by Relevant Organizations and Relevant Persons involved during an overnight stay include:
 - i. Children are provided with privacy when bathing, toileting, and dressing;
 - ii. appropriate dress standards are observed when Children are present – such as no exposure to adult nudity;
 - iii. Children will not be exposed to pornographic material, for example, through movies, television, the internet, or magazines;
 - iv. Children will not be left under the supervision or protection of unauthorised persons such as accommodation staff, or peers;
 - v. sleeping arrangements will not compromise the safety of Children such as unsupervised sleeping arrangements or Children sharing a bed or an adult sleeping in the same bed as a Child; and
 - vi. Children have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay.

2.10 Change room arrangements

- a) Children should be supervised in change rooms whilst ensuring their right to privacy.
- b) A minimum of two Relevant Persons of the same gender as the group should always be present.
- c) Relevant Persons must not shower or change at the same time as supervising groups of Children.
- d) Relevant Persons must avoid one-to-one situations with a Child in a change room area.
- e) Relevant Persons need to ensure adequate supervision in 'public' change rooms when they are used, providing the level of supervision required for preventing abuse by members of the public, adult users, or general misbehaviour, while also respecting a Child's privacy.
- f) Phones, cameras and recording devices are not to be used in changing rooms and in particular whilst Children are getting dressed.

2.11 Use of, possession or supply of alcohol or drugs

Relevant Persons, whilst responsible for the care of Children, must not:

- a) use, possess or be under the influence of an illicit drug;
- b) use or be under the influence of alcohol;
- c) be impaired by any other legal drug such as prescription or over-the-counter drugs;
- d) supply alcohol or drugs (including tobacco); or
- e) supply or administer medicines, except when permitted by law or with the consent of the parent, guardian, or carer of the Child and under a valid prescription for that Child and at the prescribed dosage.

2.12 Parent/Guardian Involvement

Relevant Organizations must:

- a) ensure that a parent/guardian is involved in any significant decision, including the signing of any documentation in relation to their Child's involvement in Sailing.
- b) conduct all training sessions in open locations and allow parents/guardians to watch their Children during training.
- c) make parents/guardians aware of the standard of behaviour required when watching their Child during training. Parents/guardians displaying inappropriate conduct may be asked to leave but may not be denied access for an undetermined amount of time.

2.13 Transporting Children

- a) Children are only to be transported in circumstances that are directly related to the delivery of our sport programs and services.
- b) Other than in an emergency, it is not acceptable for Relevant Persons to transport Children without prior written approval from their parent or guardian. Gaining approval involves providing information about the proposed journey, including the:
 - i. form of transport to be used;
 - ii. reason for the journey;
 - iii. route to be followed, including any stops or side trips; and
 - iv. details of anyone who will be present during the journey
- c) When transporting Children, the Relevant Person must drive responsibly, not be impaired by alcohol or any other mind-altering substances, have an unrestricted drivers' licence and to the extent practicable, not be alone in the car with a Child.
- d) Children may only be transported in a vehicle when the manufacturer stated capacity is adhered to and seatbelts and child restraints must meet Australian Standards (AS/NZS1754).

2.14 Drop off and Pick up of Children

Relevant Organizations must:

- a) ensure Children and their parent or guardian know the time and location of training and events, including start and finish times.
- b) arrive before scheduled training or event times to ensure that Children are not left unattended.
- c) have an accessible register of parent and guardian emergency contact numbers and an operational phone.
- d) ensure they are aware of alternative pick up arrangements for Children and that the parent or guardian has provided consent.
- e) ensure that if a parent or guardian is late, they make reasonable attempts to contact them. It is not the responsibility of Relevant Persons to transport Children home if their parent or guardian is late for pick up.
- f) not leave the training or event until all Children have been collected by their parent or guardian.