

## Code of Conduct for dealing with Children and Young People - Summary

Part 3 of the Safe Sport Framework requires all persons involved in swimming (“**All**”) to abide by certain behavioural standards when it comes to dealing with Children and Young People. It also requires additional behavioural standards to be met by all Persons in Positions of Authority (“**PPA**”) in our sport. This document summarises those requirements.

Note – **SSF** - Safe Sport Framework

**CYP** – Children and Young People

	Provision	Resource	Who?
1	Abide by the <b>General Code of Conduct</b>	Section 3.5 SSF	All
2	<p><b>Language and Tone of Voice:</b></p> <p>a) Should encourage and affirm CYP and boost their confidence.</p> <p>b) Should NOT be harmful (ie, derogatory, threatening, profane, sexual, etc)</p>	Section 3.6(a) SSF	All
3	<p><b>Sending electronic communications to CYP:</b></p> <p>a) PPAs must, wherever possible copy parent(s)/carer(s) into any text, email, Facebook or any other form of electronic communication message.</p> <p>b) If a parent or carer is not copied into electronic communication, PPAs must restrict communication to only issues relevant to the delivery of swimming programs, activities, services or events.</p> <p>c) PPAs must not communicate with CYP using Internet chat rooms, social networking sites, game sites, instant messaging or anything of a similar nature.</p>	Section 3.6(b)	All
4	<p><b>Physical Contact with CYP</b> – must be appropriate to delivery of swimming programs, activities, services and events (eg, fitting goggles) and based on the needs of the CYP (ie. To comfort if distressed). It must not:</p> <p>a) Involve touching genitals, breasts or buttocks;</p> <p>b) Have a sexual connotation;</p> <p>c) Be intended to cause pain or distress;</p> <p>d) Be overly physical (ie, wrestling, tickling, etc);</p> <p>e) Be unnecessary;</p> <p>f) Be initiated against the wishes of a CYP (unless to</p>	Section 3.6(c) SSF	All

	Provision	Resource	Who?
	prevent injury); Physical contact that is sexual and/or inappropriate between CYP must be reported to a PPA or Senior Person.		
5	<b>Sexual Misconduct:</b> No form of “sexual behavior” is to occur between, with or in the presence of CYP in swimming. Exception – Young People in different States have differing rights depending on the legislated “age of consent”.	Section 3.6(d) SSF	All
6	<b>Positive Guidance:</b> a) Clear directions given to CYP. b) CYP given an opportunity to redirect their misbehavior in a positive way. c) Use strategies that are fair, respectful and appropriate to the developmental stage of CYP. d) No physical punishment, cruel/degrading/humiliating, etc treatment.	Section 3.6(e) SSF	PPA
7	<b>Adhering to role boundaries:</b> a) Act only within the confines of your duties/role. b) Unless with <u>express consent</u> from Parent(s)/Carer(s), do not: i. Provide unauthorised transportation. ii. Engage in activities with CYP who are our clients outside of our programs, activities, services or events. iii. Seek contact with CYP who are our clients outside our programs, activities, services and events. iv. Accept an invitation to attend any private social function at the request of a CYP who is our client.	Section 3.6(f) SSF	PPA
8	<b>Uniform and Identity Card:</b> Wear uniform, badge, tag, pass only when involved in delivering swimming programs, activities, services or events.	Section 2.6(g) SSF WWCC and Background Check Register Template	PPA
9	<b>Supervision of CYP:</b> Ensure that Participants: a) Engage positively with the delivery of the activity, program, event or service. b) Behave appropriately towards one another.	Section 3.6(h) SSF Reference Check Template	PPA

	<b>Provision</b>	<b>Resource</b>	<b>Who?</b>
	c) Are in a safe environment, protected from harm. d) Avoid unsupervised situations with PPA – CYP and PPA should always be in view of other PPA and/or parents/carers.		
10	<b>Use of Electronic Communications:</b> a) PPAs must follow 'Acceptable Use' policy regarding browsing websites b) PPAs must ensure appropriate monitoring of CYP when using electronic communication equipment	Section 3.6(i) SSF	PPA
11	<b>Giving gifts to CYP:</b> Must be authorised by a Senior Person permitted to authorise gift-giving and PPAs must ensure that parents are aware of the gift.	Section 3.6(j) SSF	PPA
12	<b>Photographs:</b> a) PPAs may only take photographs of CYP if: <ol style="list-style-type: none"> <li>i. prior approval granted in writing; or</li> <li>ii. verbal approval granted at the time by; and</li> <li>iii. CYP appropriately dressed and posed;</li> <li>iv. context directly related to swimming; and</li> <li>v. image taken in presence of other PPAs.</li> </ol> b) Images must not be distributed to anyone outside PPAs other than CYPs (or parent/carer) without knowledge and approval of Senior Person c) Images to be stored in manner that prevents unauthorised access, either locked drawers (hardcopy) or password protected (softcopy) d) Images must be destroyed/deleted when no longer required e) Images must not be exhibited online without parent/carer approval	Section 3.6(k) SSF	PPA
13	<b>Overnight Stays and Sleeping Arrangements for CYP:</b> Overnight stays are to only occur with the authorisation of parents/carers and appropriate Senior Persons in swimming and there are particular standards of behavior that must be upheld outlined in section 3.6(l).	Section 3.6(l) SSF	PPA
14	<b>Change Room arrangements:</b> PPAs must: <ol style="list-style-type: none"> <li>a) supervise CYP in change rooms whilst balancing their need for privacy;</li> </ol>	Section 3.6(m) SSF	PPA

	Provision	Resource	Who?
	<p>b) avoid one-to-one situations with CYP in a change room area;</p> <p>c) ensure that females not enter male change rooms and vice versa.</p>		
15	<p><b>Use, possession or supply of alcohol or drugs:</b> PPAs on duty must not use possess, or be under the influence of illegal or illicit drugs, alcohol or be incapacitated by any other legal drug.</p>	Section 3.6(n) SSF	PPA
16	<p><b>Transporting children:</b> PPAs can only transport CYP in circumstances that are directly related to the delivery of swimming programs, activities, services or events and only with express authorisation of a Senior Person and the parent(s)/carer(s) of the CYP.</p>	Section 3.6(o) SSF	PPA