

## Appendix 4: Child Safe Practices

Each of the Relevant Organisations are committed to safeguarding everyone involved in our organisation including Children/Young People in Netball's care, ensuring that they feel and are safe. These Child Safe Practices has been developed to identify and prevent behaviour that may be harmful to the Children/Young People in Netball.

There are exceptions where these Child Safe Practices do not apply:

- when a Relevant Person/Person in a Position of Authority is also an Approved Person in respect to that Child/Young Person; or
- in an emergency and where the action is protective of a Child/Young Person, when prior authorisation is not possible.

These Child/Young Person Safe Practices set out requirements for how Relevant Organisations and Relevant Persons must behave with and around Children/Young People.

A breach of the Child Safe Practices is a breach of the Safeguarding Children & Young People Policy and will be managed by the Netball Integrity Policy Framework, Conduct and Disciplinary Policy.

### 1. Professional boundaries

- (a) A Person in a Position of Authority must establish and maintain professional boundaries (both in-person and online) when working with Children/Young People who are involved in our sport. Professional boundaries ensure that the nature of the relationship between a Person in a Position of Authority and Child/Young Person does not move from a professional one to a personal one and becomes harmful or exploitative of the Child/Young Person and/or family.
- (b) A Person in a Position of Authority, unless they are also an Approved Person, must not:
1. provide any form of support to a Child/Young Person 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);
  2. use a personal phone, camera, or video camera to take images or video footage of Children/Young People prior written authorisation from the Relevant Organisation is provided;
  3. exhibit any type of favouritism towards a Child/Young Person;
  4. transport Children/Young People other than in accordance with clause 12 of these Child Safe Practices, Transporting Children/Young People;
  5. give gifts/presents to Children/Young People other than the provision of official awards;
  6. have one on one contact with a Child/Young Person outside of authorised sport activities (includes direct contact such as in-person as well as indirect, such as by phone, or online); or
  7. attend any private social function at the request of a Child/Young Person or their family, where there is no existing social, personal, or family relationship.

- (c) If Relevant Persons become aware of a situation in which a Child/Young Person 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:
1. refer the matter to an appropriate support agency;
  2. refer the Child/Young Person to an appropriate support agency;
  3. contact the Child/Young Person's parent or guardian;
  4. seek advice from a Relevant Organisation.

## 2. Use of language and tone of voice

- (a) Language and tone of voice used in the presence of Children/Young People must:
1. provide clear direction, boost their confidence, encourage, or affirm them;
  2. not be harmful to Children/Young People.
- (b) Relevant Persons must not use language towards or in the presence of Children/Young People that is:
1. discriminatory, racist, or sexist;
  2. derogatory, belittling, or negative, for example, by calling a Child/Young Person a 'loser' or telling them they are 'too fat';
  3. intended to threaten or frighten; or
  4. profane or sexual.

## 3. Positive guidance (Discipline)

- (a) Children/Young People participating in Netball 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 Organisations must use appropriate techniques and behaviour management strategies to ensure:
1. an effective and positive environment; and
  2. the safety and/or wellbeing of Children/Young People and personnel participating in sport.
- (c) Relevant Persons and Relevant Organisations must use strategies that are fair, respectful, and appropriate to the developmental stage of the Children/Young People involved.
- (d) Children/Young People 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 Organisations to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

## 4. Supervision

- (a) Relevant Organisations must ensure that Children/Young People participating in Netball programs and services are adequately supervised.
- (b) Supervision must be constant, active, and diligent, prioritising the safety and wellbeing of Children/Young People, and where possible a Relevant Person must be able to observe each Child/Young Person.

- (c) Where direct supervision is not possible, a Relevant Person must know the location of each Child/Young Person and ensure that they can respond to individual needs and immediately intervene if necessary.
- (d) Any incident of one-to-one unsupervised contact should be immediately reported to the Relevant Organisations management within 24 hours of the incident occurring.

## 5. Use of electronic or online communications

- (a) A Person in a Position of Authority unless they are also an Approved Person (in respect to the relevant Child/Young Person), Medical Practitioner or Health Professional, must not communicate directly (one to one) with a Child/Young Person either electronically or online (including phone calls) without the inclusion of a representative from the Relevant Organisation and/or the Child/Young Person's parent or carer. Communication by Medical Practitioners and Health Professionals must only relate to appropriate and required medical care in this context.
- (b) When communicating with Children/Young People, a Person in a Position of Authority must ensure content is:
  1. directly associated with delivering our services, such as advising that a scheduled event is cancelled;
  2. concise with personal or social content limited only to convey the message in a polite and friendly manner;
  3. devoid of any sexualised language; and
  4. not promoting unauthorised social activity or contact.

## 6. Photographs of Children/Young People

- (a) An Approved Person may photograph or film their Child/Young Person when participating in Netball.
- (b) When arranging official photography/videography of Children/Young People involved in Netball (other than where subject to a Contract (including Terms and Conditions of Entry) that allows for the publication), Relevant Organisations must:
  1. obtain prior written consent from the Child/Young Person's Approved Person. Where appropriate and possible, consent should also be sought from the Child/Young Person. Written approval could include electronic messaging formats such as email or SMS;
  2. give due consideration to Children/Young People who are protected by a court order;
  3. appoint a photographer/videographer who holds a current WWCC;
  4. ensure the photographer/videographer is supervised at all times;
  5. ensure the context is directly related to participation in Netball or Activities;
  6. ensure the Child/Young Person is appropriately dressed and posed; and
  7. not distribute images or videos (including as an attachment to an email) to anyone outside the Relevant Organisation without parent/carers knowledge and approval.

- (c) Relevant Organisations must store images (digital or hard copy) in a manner that prevents unauthorised access by others and must be destroyed or deleted as soon as they are no longer required.
- (d) Relevant Organisations must not publish images or footage of a Child/Young Person or identify the Child/Young Person pictured, whether online or in print, without written consent of the Child/Young Person's Approved Person (through a signed image consent form or where the Contract (including Terms and Conditions of Entry) allows for the publication).
- (e) Relevant Organisations must ensure any Employee, Volunteer or Contractor (such as an event photographer) comply with the above requirements while working at an Activity.

## 7. Physical contact with Children/Young People

- (a) Any physical contact with Children/Young People must be appropriate to the delivery of Netball programs or services and based on the needs of the Child/Young Person such as assisting with the use of equipment, technique, treatment by a health practitioner or administering first aid.
- (b) Relevant Persons must not have contact with Children/Young People participating in our programs and services that:
  1. involves touching of genitals, buttocks, or the breast area other than as part of delivering medical or allied health services to those specific areas of the body;
  2. would appear to a reasonable observer to have a sexual connotation;
  3. is intended to cause pain or distress to the Child/Young Person (e.g. corporal punishment);
  4. is overly physical (e.g. wrestling, horseplay, tickling or other roughhousing) except where this contact is consistent with the rules of the sport and accepted and reasonable behaviour within the Activity when undertaking that Activity;
  5. is unnecessary (e.g. assisting with toileting when a Child/Young Person does not require assistance); or
  6. is initiated against the wishes of the Child/Young Person, except if such contact may be necessary to prevent injury to the Child/Young Person or to others, in which case:
    - physical restraint must be a last resort;
    - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child/Young Person 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 Organisation any physical contact initiated by a Child/Young Person 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/Young Person, Relevant Persons and any other participants.

## 8. Overnight stays and sleeping arrangements

- (a) Overnight stays involving Children/Young People must be approved and managed by the Relevant Organisation.

- (b) Written approval must be obtained prior to the overnight stay. Written approval could include electronic messaging formats such as email or SMS. Where appropriate and possible, consent should also be sought from the Child/Young Person.
- (c) Practices and behaviour by Relevant Persons involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of Netball at all other times.
- (d) Standards of conduct that must be observed by Relevant Organisations and Relevant Persons involved during an overnight stay include:
  1. Children/Young People are provided with privacy when bathing, toileting, and dressing;
  2. appropriate dress standards are observed when Children/Young People are present such as no exposure to adult nudity;
  3. Children/Young People will not be exposed to pornographic material, for example, through movies, television, the internet, or magazines;
  4. Children/Young People will not be left under the supervision or protection of unauthorised persons such as accommodation staff, or peers;
  5. sleeping arrangements will not compromise the safety of Children/Young People, including:
    - an Adult must not sleep alone in the same room as a Child/Young Person, unless they are an Approved Person; and
    - Children/Young People must not share a bed with an Adult or another Child/Young Person; and
  6. Children/Young People must have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay.
  7. Parents/carers must be permitted to contact their Child/Young Person if required.

## 9. Change room arrangements

- (a) Children/Young People must be supervised in any change room that is in official use by a Relevant Organisation, whilst ensuring their right to privacy.
- (b) A Person in a Position of Authority must not:
  1. shower or change at the same time as supervising groups of Children/Young People;
  2. be alone with a Child/Young Person in a change room area.
- (c) 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/Young Person's privacy.
- (d) Phones, cameras and recording devices must not be used in changing rooms.

## 10. Use of, possession or supply of alcohol or drugs

Persons in a Position of Authority must not:

- (a) use, possess or be under the influence of an illicit drug in the presence of a Child/Young Person or Children/Young People;

- (b) use or be under the influence of alcohol while supervising a Child/Young Person or Children/Young People during an Activity;
- (c) be impaired by any other legal drug such as prescription or over-the-counter drugs while in the presence of a Child/Young Person or Children/Young People;
- (d) supply alcohol or drugs (including tobacco) to any Child/Young Person or Children/Young People; or
- (e) supply or administer medicines, except when permitted by law or with the consent of the parent, guardian, or carer of the Child/Young Person and under a valid prescription for that Child/Young Person and at the prescribed dosage.

#### 11. Parent/Guardian Involvement

Relevant Organisations must:

- (a) ensure that a parent/guardian is involved in any significant decision, including the signing of any documentation in relation to their Child/Young Person's involvement in Netball;
- (b) not prevent parents/carers from accessing their Child/Young Person when required; and
- (c) make parents/guardians aware of the standard of behaviour required when watching their Child/Young Person during training. Parents/guardians displaying inappropriate conduct may be asked to leave but may not be denied access for an undetermined amount of time.

#### 12. Transporting Children/Young People

- (a) Children/Young People must only to be transported in circumstances that are directly related to the delivery of Netball programs and services.
- (b) Other than in an emergency, a Person in a Position of Authority, unless they are an Approved Person, must not transport Children/Young People without prior written approval from their parent or guardian.
- (c) When transporting Children/Young People, the Person in a Position of Authority 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/Young Person.
- (d) Children/Young People must only be transported in a roadworthy vehicle when the manufacturer stated capacity is adhered to and seatbelts and child restraints are fitted as required.

#### 13. Drop off and Pick up of Children/Young People

Relevant Organisations must:

- (a) have an accessible register of parent and guardian emergency contact numbers and an operational phone; and
- (b) ensure that if a parent or guardian is late, they make reasonable attempts to contact them. It is not the responsibility of the Person in a Position of Authority to transport Children/Young People home if their parent or guardian is late for pick up.