

# Child Safe Family Handbook



2023

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## 1. Introduction

This Child Safe Family Handbook documents key child safe information about Northern Districts Gymnastic Clubs' child safe policies, procedures and practices across all programs and services. It also provides parents, children and young people with child advocacy service information and services.

If you have any queries, concerns or questions regarding any of the information contained within this document, please speak with either the Manager or Child Safety Officer.

## 2. Statement of Commitment to being a Child Safe Organisation

At the Northern Districts Gymnastic Club, we are strongly committed to the safety, wellbeing, and empowerment of all children and young people accessing our programs and services. We support their rights and will act immediately to ensure an environment is maintained where all participants feel safe, respected, valued, and empowered.

NDGC values the contribution of children, young people, and families by fostering a culture of openness where they feel comfortable and encouraged to raise their concerns. We have a zero-tolerance approach to any form of child abuse.

We are committed to providing our employees with child safe training on an ongoing basis and we partner with parents and families to better protect children through holistic education to identify and respond to potential harm.

NDGC has adopted and implemented a tailored Child Safe Policy to complement Gymnastics Australia's (GA) Child Safeguarding Policies, to ensure the highest standards are achieved in respect to the protection and safety of all participants.

In addition, NDGC has several supporting policies and codes of conduct that have been created specifically to further support our members. These documents are continually reviewed to ensure they are of the highest possible standard. They are accessible on our website and in the reception area of the Club.

NDGC employs two Child Safety Officers / Member Protection Information Officers to support our Members and Staff in this essential area.

### 3. NDGC Child Safe Policies and Procedures

Below, we provide access to our Child Safe Policies and Procedures. All these policies, plus the Gymnastics Australia Child Safeguarding Policies, can be found on our website ([www.ndgc.org.au](http://www.ndgc.org.au)) or in the Child Safe Policy and Procedures folder in reception.

**NDGC Child Safe Policy**

**NDGC Staff Code of Conduct**

**NDGC Child Safe Complaints Handling Policy**

**NDGC Drop off and Pick up Policy**

#### 3.1. NDGC Change Rooms Policy *(extract from Child Safe Policy-Section 16.0)*

NDGC is committed to providing a comfortable and enjoyable environment that is safe for all children and families who visit NDGC, as well as those who participate in their programs. NDGC adopts the following guidelines in relation to the use of change rooms to ensure the safety of children and young people:

##### Entry and Supervision Requirements

- Where changing facilities or bathrooms are not able to be supervised by staff, children should be encouraged to use the change rooms in groups of 2 or 3.
- Children (under 8 years) may enter the change rooms that aligns with the gender identity of their accompanying parent/guardian.
- Children over the age of 8 years should use the change rooms that aligns with their gender identity.
- Adult gymnasts should use staff toilets to get changed.
- Routine checks should be performed by NDGC management to ensure all children are adequately supervised.

##### Staff Use of Changerooms

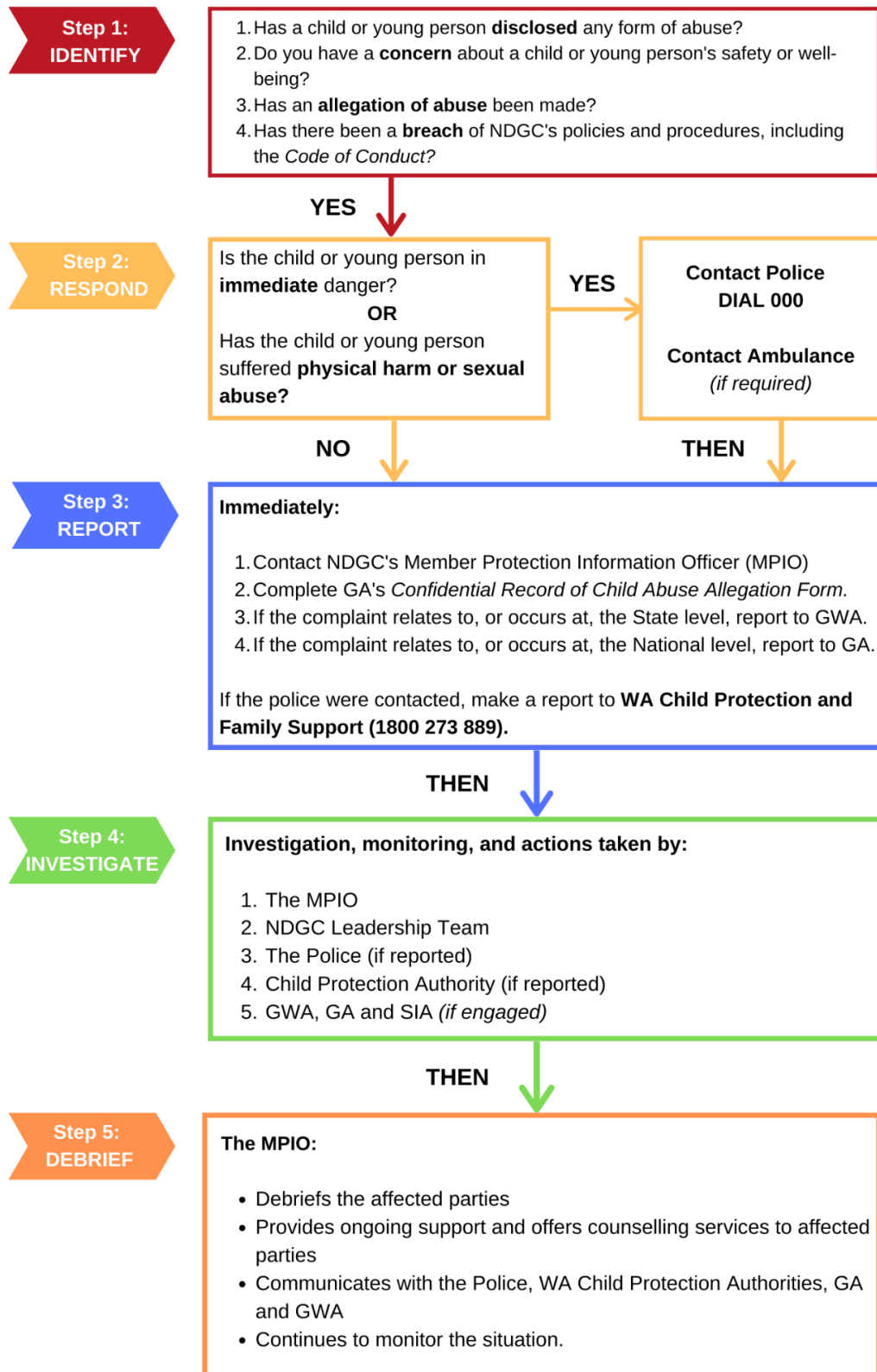
- If staff members are required to supervise or enter the change rooms, staff should knock or announce themselves before entering.
- Staff members should not undress when children or young people are present in the change room. If there are children present, staff should use a private cubicle.
- Staff members must avoid being in one-on-one situations with children or young people without supervision by another staff member or the child's parent.

##### Prohibited Behaviour

- ✘ Adults must not enter the change room of the opposite gender, under any circumstances.

- \* The use of mobile phones, cameras and video cameras is strictly prohibited in change room areas.

### 3.2. NDGC Child Safe Complaints Handling Policy Flowchart (extract from Child Safe Complaints Handling Policy-Section 6.0)



#### 4. Parental Child Safety Responsibilities

In addition to the parent's code of conduct, the below parental child safe specific responsibilities are outlined to ensure the safe participation of children at NDGC.

##### Policies and Procedures

- Be aware of and comply with NDGC's child safe policies and procedures.
- Be aware of and comply with Gymnastics Australia's child safeguarding policies and procedures.

##### Communicating Child Safety information with your children

- Help your child understand NDGC's child safety policies (refer to Child-friendly Child Safe Policy and Gymnast Code of Conduct).
- Help your child understand their right to feel happy and safe, and to tell a trusted adult if they feel unsafe.
- Check in with your child about how they feel at NDGC and if they have any concerns.

##### Communicating with NDGC about Child Safety

- Be actively involved with NDGC and engage with NDGC staff members, especially your child's coach.
- Understand that if you have a child safety concern you can speak to NDGC's Member Protection Information Officer (MPIO).
- Provide feedback to NDGC about its child safety policies, procedures and practices through NDGC's website, via email or phone.

##### Drop off and Pick up

- If your child is 9 years old or younger, ensure that they are accompanied into the facility by a parent/guardian, immediate family member or family friend.
- Ensure your child arrives in the appropriate clothing, according to the weather conditions (including shoes).
- Refer to the [Drop off and Pick up Policy](#) for further information.

## 5. Child/Gymnast Code of Conduct

This code of conduct is applicable to all children, young people and gymnasts accessing any program at Northern Districts Gymnastic Club.

Children/gymnasts should:	Children/gymnasts should not:
<ul style="list-style-type: none"> <li>✓ Be friendly to other gymnasts in your class.</li> <li>✓ Respect other gymnasts, coaches and NDGC staff.</li> <li>✓ Listen to each other.</li> <li>✓ Use good manners.</li> <li>✓ Respect the rights and differences of others.</li> <li>✓ Speak up if they are worried, concerned or feel unsafe.</li> <li>✓ Care for and respect the equipment.</li> <li>✓ Try their best at all times.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Bully each other.</li> <li>✗ Use bad words or actions that are disrespectful i.e., swearing.</li> <li>✗ Yell or shout at other gymnasts or coaches.</li> <li>✗ Physically hurt another child i.e., hitting, kicking, smacking, punching, biting.</li> <li>✗ Use inappropriate language.</li> <li>✗ Touch other people's belongings without their permission.</li> </ul>

## 6. Breaches, Confidentiality and Reporting

Breaches of the NDGC Child Safe Policy or NDGC Staff Code of Conduct will follow the steps outlined in the [NDGC Child Safe Complaints Handling Policy](#), which is available online and in hard copy in the reception area. NDGC employs two Child Safety Officers who are available to assist with the handling and management of child safety complaints.

NDGC will promptly respond to all breaches and will manage the process in a fair, unbiased and supportive manner. The following steps will be taken:

- All persons concerned with the breach will be advised of the process
- All persons concerned with the breach will be able to provide their version of events
- The details of the breach, including the versions of all involved parties and the outcome, will be documented and recorded in a confidential electronic system
- All matters discussed and information shared in relation to the breach will be kept confidential (unless NDGC is required to disclose by law)
- A suitable and appropriate outcome will be decided
- All involved parties will be informed of the outcome and the appropriate levels of support will be provided.

### 6.1. Depending on the nature of the breach, suitable outcomes may include:

- Emphasis on the relevant component of the Child Safe Policy
- Providing closer supervision
- Specific education and training will be provided
- Mediation between the parties involved in the incident (where appropriate)
- Disciplinary measures (if necessary)
- Review of current policies and procedures, with updates and developments in necessary



## 6.2. Please note the following:

- If the breach is committed by an NDGC gymnast/member, refer to the *NDGC Gymnast Discipline Procedure*.
- If the breach relates to GA's *Child Safe Policy*, refer to Section 1.10 and 1.11 of Part A of GA's *Member Protection Policy* for examples of disciplinary measures.

## 7. Feedback about NDGC Programs and Child Safe Practices

NDGC welcomes feedback on its programs, staff and child safe practices to ensure we provide the best possible service to our members. If you have any feedback you would like to share, please contact the Manager Brenton Treacher: [manager@ndgc.org.au](mailto:manager@ndgc.org.au) or 9240 6861.

## 8. Member Protection and Information Officers / Child Safety Officers

NDGC has two MPIO/Child Safety Officers who are available should you have any queries or concerns relating to the safety or wellbeing of children or young people at NDGC.

### **Ben Barnard**

*Child Safety Officer*

*Member Protection Information Officer*

*Competitive Programs Manager*

*P: 08 9240 6861 M: 0431 445 889 E: [ben@ndgc.org.au](mailto:ben@ndgc.org.au)*



Ben has been a part of NDGC since 2016 and as well as being the Competitive Programs Manager, he currently coaches the Women's Artistic Gymnastics (WAG) Level 6 to 10 athletes. Ben has been involved in Gymnastics for over 20 years, firstly as an athlete, and now as a Coach and Judge. In addition to his positions at NDGC, he is the WAG Technical Director for Gymnastics Western Australia and a Presenter and Assessor for Gymnastics Australia. Ben is also an Accredited Exercise Physiologist, graduating from the University of Notre Dame in 2011.

### **Nikki Colev**

*Child Safety Officer*

*Member Protection Information Officer*

*Senior Recreational Gymnastics Coach*

*P: 08 9240 6861 M: 0414 513 257 E: [nikki@ndgc.org.au](mailto:nikki@ndgc.org.au)*



Nikki joined the NDGC team in 2021 and has been involved in the gymnastics industry for over 30 years as a Coach, Judge, Administrator, Parent and Business Owner. Nikki is a Senior Coach in the Recreational Gymnastics Program, is a registered teacher having completed a Bachelor of Human Movement and is currently a MPIO for Ice Hockey Western Australia. Nikki was awarded the Australian Sports Medal for service to Gymnastics in 2000, and in 2019 she was the Team Manager for the Australian Gymnastics team at the 2019 World Gymnaestrada in Dornbirn, Austria.



## 9. Online Safety and Security

NDGC is committed to ensuring that children and young people are safe online. NDGC incorporates risk management processes to ensure that children are safe within the facility and when using NDGC's online platforms.

NDGC recognises that there are online risks to children and young people. Some of these risks include (but are not limited to):

- Cyberbullying
- Online grooming
- Image-based abuse
- Non-consensual sharing of images
- Privacy issues

NDGC recognises that parents and carers also have an important role to play in protecting their children online. We provide parents and carers with the following resources to assist them in supporting their child's safety online:

- "Online Safety Basics" <https://www.esafety.gov.au/parents/skills-advice/online-safety-basics>
- "Privacy and your Child" <https://www.esafety.gov.au/parents/skills-advice/privacy-child>
- "Cyberbullying and Online Drama" <https://www.esafety.gov.au/sites/default/files/2021-04/eSafety%20parent%20guide%20to%20cyberbullying%20and%20online%20drama.pdf>







## 10. Child Advocacy Services and Resources

### 10.1. Child Advocacy and Counselling Services

The below phone services are available to children and parents to provide counselling services and support.

	<p style="text-align: center;"><b><u>Kids Helpline</u></b></p> <p>Free 24/7, confidential and private phone and online counselling service for young people aged 5 to 25.</p> <p style="text-align: center;"><b>1800 55 1800</b></p>
	<p style="text-align: center;"><b><u>Lifeline</u></b></p> <p>Provides all Australians access to crisis support and suicide prevention services.</p> <p style="text-align: center;"><b>13 11 14</b></p>
	<p style="text-align: center;"><b><u>1800 RESPECT</u></b></p> <p>Support if you, or someone you know, is experiencing sexual assault or domestic and family violence (all ages).</p> <p style="text-align: center;"><b>1800 737 732</b></p>
	<p style="text-align: center;"><b><u>Ngala Parenting Line</u></b></p> <p>Free telephone support services for parents and caregivers of children aged 0 – 18 years who live in WA.</p> <p style="text-align: center;"><b>08 9368 9368</b></p>

## 10.2. Resources and Further Information

 <p><b>Bravehearts</b> Educate Empower Protect Our Kids</p>	<p style="text-align: center;"><b><u>Bravehearts</u></b></p> <p>Australia's leading child protection organisation working to make Australia the safest place in the world to raise a child. They provide support, education, and training.</p> <p style="text-align: center;"><a href="http://www.bravehearts.org.au">www.bravehearts.org.au</a> 1800 272 830 (6.30am to 2.30pm AWST)</p>
	<p style="text-align: center;"><b><u>headspace</u></b></p> <p>Headspace is the National Youth Mental Health Foundation providing early intervention mental health services to 12–25-year-olds. Headspace can help young people with mental health, physical health and work and study support.</p> <p style="text-align: center;"><a href="http://www.headspace.org.au">www.headspace.org.au</a></p>
	<p style="text-align: center;"><b><u>Reachout</u></b></p> <p>Reachout helps under 25's with everyday questions through to tough times.</p> <p style="text-align: center;"><a href="http://www.au.reachout.com">www.au.reachout.com</a></p>
	<p style="text-align: center;"><b><u>eSafety Commissioner</u></b></p> <p>The eSafety Commissioner provides children and parents with online safety information to help children safely navigate the online and digital world.</p> <p style="text-align: center;"><i>The below link is specifically targeted at parents to provide some strategies and resources.</i></p> <p style="text-align: center;"><a href="http://www.esafety.gov.au/parents/skills-advice/online-safety-basics">www.esafety.gov.au/parents/skills-advice/online-safety-basics</a></p> <p style="text-align: center;"><i>The below link is specifically targeted at children and young people to help keep them safe online.</i></p> <p style="text-align: center;"><a href="http://www.esafety.gov.au/young-people">www.esafety.gov.au/young-people</a></p>
	<p style="text-align: center;"><b><u>Kids Helpline – Being Respectful</u></b></p> <p>Kids Helpline provides resources for children, with the one below providing information about respectful peer relationships.</p> <p style="text-align: center;"><a href="http://www.kidshelpline.com.au/teens/issues/all-about-respect">www.kidshelpline.com.au/teens/issues/all-about-respect</a></p>
	<p style="text-align: center;"><b><u>Child Safeguard</u></b></p> <p>An award-winning consulting firm that helps organisations prevent harm to children and keep them safer.</p> <p style="text-align: center;"><a href="https://www.childsafeguard.com.au/">https://www.childsafeguard.com.au/</a></p>