



# NORTHERN DISTRICTS GYMNASTIC CLUB

## COACHES CODE OF CONDUCT

**Policy title:** Staff Code of Conduct

**Responsible Officer/Department:** Management

**Date of last review:** September 2022

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## Table of Contents

1.0 Document History .....	3
2.0 Staff Child Safe Responsibilities .....	3
3.0 General Professionalism .....	4
4.0 Communication .....	4
5.0 Supervision and Transport.....	5
6.0 Physical Contact and Handling.....	6
7.0 Use of Photographic and Video Devices.....	6
8.0 Use of Change Room Facilities .....	7
9.0 Professional Boundaries.....	7
10.0 Injury Management.....	8
11.0 Relevant Policies, Procedures and Documents .....	8

## 1.0 Document History

<b>Document Reference:</b>	CS3
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### Document Location

This document is valid on the day it was printed and can be found on the NDGC website, in reception within the Policies and Procedures folder and in the Child Safety Policy and Procedures folder in the back gym.

### Revision History

Version	Author	Date	Approved By	Approval Date	Review Date
1	Child Safeguard	14/01/2022	Ben Barnard	14/01/2022	July 2022
2	Ben Barnard	15/06/2022	Ben Barnard	15/06/2022	July 2023
3	Ben Barnard	23/09/2022	Ben Barnard	23/09/2022	July 2023

## 2.0 Staff Child Safe Responsibilities

### NDGC coaches must:

- ✓ Read, understand and comply with all NDGC, Gymnastics Western Australia (GWA), Gymnastics Australia (GA) and WA State Government Child Safety Standards.
- ✓ Read, understand, and comply with all NDGC, GWA and GA codes of conduct, codes of ethics, rules and policies.
- ✓ Respect NDGC processes and procedures, ensuring that correct communication channels are followed.
- ✓ Report to management and document any conversations with gymnasts or parents that involve a child safety concern.
- ✓ Refrain from any form of discrimination, harassment, bullying, abuse, child abuse, intimidation, victimization or vilification of others, including on the basis of age, race, gender, disability, sexuality, gender identity, religion, skill level or Gymsport.
- ✓ Ensure that all allegations or suspicions of abuse are recorded and acted upon by letting one of the NDGC Member Protection Information Officers (MPIO) know immediately.
- ✓ Keep up to date with the changes in rules and regulations within gymnastics.

### 3.0 General Professionalism

#### Staff must:

- ✓ Demonstrate and uphold the Values and Core Focus of NDGC
- ✓ Comply with NDGC's *Child Safe Policy*
- ✓ Demonstrate and uphold the applicable Gymsport Program focus and expectations.
- ✓ Be a positive role model by displaying self-control, respect, care and diligence towards athletes, teammates, parents and all involved in our sport
- ✓ Provide a safe, welcoming and inclusive environment that places the health, welfare and wellbeing of gymnasts above all else
- ✓ Be considerate, respectful, fair and honest in all dealings with children and young people
- ✓ Report breaches of the *Child Safe Code of Conduct* to the MPIO
- ✓ Be alert to risk indicators of child abuse and child grooming
- ✓ Set a good example for children and young people
- ✓ Respect the right, dignity and worth of every person regardless of their age, abilities, gender, religion or cultural background
- ✓ Arrive early and ready to begin coaching on time – early is on time and on time is late.
- ✓ Pack away any equipment that you use
- ✓ Wear NDGC uniform proudly.

#### Staff must not:

- ✗ Be under the influence of any alcohol, illicit drugs, medication or fatigue that may affect your capacity to perform your role
- ✗ Permit bullying to take place between children & young people.

### 4.0 Communication

#### Staff must:

- ✓ Talk to children and young people in a professional and supportive manner
- ✓ Use language that creates a fun and inclusive environment
- ✓ Listen to and respect what children and young people have to say
- ✓ Impart knowledge and skills in a respectful and encouraging manner
- ✓ Communicate with children, young people and their families through authorised channels for example by work email or telephone
- ✓ Encourage gymnasts to feel safe and to be safe including to have positive relationships and friendships with fellow gymnasts
- ✓ Be reasonable in demands on young gymnasts' time, energy and enthusiasm
- ✓ Use positive coaching techniques and ensure that strategies that are fair, respectful and appropriate to the developmental stage of the gymnasts involved
- ✓ Openly and honestly discuss any issues/decisions which may affect other colleagues.

**Staff must not:**

- ✗ Use abusive, derogatory, threatening or offensive language
- ✗ Use belittling language to gymnasts or fellow colleagues
- ✗ Ridicule children or young people for making mistakes or losing
- ✗ Have open discussions about inappropriate adult themes in the presence of children and young people
- ✗ Single out a child or young person in a humiliating manner
- ✗ Use personal social media platforms to communicate with children, young people, or their families
- ✗ Take disciplinary action involving physical punishment or any form of frightening, degrading, cruel or humiliating treatment.

## 5.0 Supervision and Transport

**Staff must:**

- ✓ Ensure all children and young people (under 18) are supervised by a responsible parent/guardian at all times
- ✓ Comply with *NDGC's Travel Policy*.
- ✓ Gain approval from NDGC management prior to providing transportation to gymnasts. Gaining approval involves providing information about the proposed journey, including:
  - The form of proposed transport e.g., car, train, bus
  - The reason for the journey
  - The route to be followed, including stops or side trips
  - Details of any other persons who will be present, other than staff members who are involved.
- ✓ Ensure that staff remain readily accessible and within the visibility of other staff whilst with children
- ✓ Perform random checks of obstructed and out-of-the-way locations (for example, change rooms).

**Staff must not:**

- ✗ Be alone with children in a direct, unsupervised capacity
- ✗ Provide unauthorised transportation to child gymnasts i.e., without express permission from the child's parent or guardian.
- ✗ Take children or groups of children into areas where they are not visible by other staff members, or taken into rooms that can be locked
- ✗ Permit a child or young person to go with another parent/guardian without the written consent of the authorised parent/guardian in custody matters.

## 6.0 Physical Contact and Handling

### Staff must:

- ✓ Seek consent from the child/gymnast prior to using physical contact (e.g., spotting)
- ✓ Respect and respond to signs that a child/gymnast is uncomfortable with physical touch
- ✓ Try to use verbal directions rather than physical touch
- ✓ Ensure that any physical contact is appropriate to the situation and necessary for the child's skill development
- ✓ Use gentle handling when making corrections or manipulations
- ✓ Only move the child's body within a comfortable and suitable range of motion
- ✓ Keep hands visible when providing manual support
- ✓ Use non-intrusive touch such as a handshake, high 5 or pat on the back
- ✓ Use only your hands to spot, correct technique or manipulate gymnasts into positions (i.e., do not use your foot to adjust a child's position)
- ✓ Emphasise the immediate safety of the gymnast above all concerns when spotting and using manual support.

### Staff must not:

- ✗ Perform acts that are of a personal nature with the child, if the child is capable of doing so themselves such as changing clothes and going to the bathroom
- ✗ Encourage children to engage in inappropriate physical contact such as hugs
- ✗ Touch the child or young person in areas of a sexual nature such as the breasts, buttocks or genitals
- ✗ Smack or hit a child as a form of discipline
- ✗ Allow a child to smack or hit another gymnast in the class
- ✗ Use spotting and manual support in a way that inhibits the athlete's performance.

**Note:** If a child gymnast asks a NDGC staff member to assist with the readjustment of their clothing/leotard, staff may only do so in an open space, and in plain sight with another staff member next to them. Staff should **not** provide assistance to, or be one-on-one with, a child in a closed space i.e., change rooms or toilets.

## 7.0 Use of Photographic and Video Devices

### Staff must:

- ✓ Obtain informed consent from parents/guardians before taking photographs and videos of children and young people
- ✓ Refer to the *Registration – Photo Consent form*.

**Staff must not:**

- ✗ Share personal information, including photographs of children or young people without the informed consent of the parents/guardians
- ✗ Tag a child or young person in a photograph on Facebook or other social media platforms
- ✗ Use photography or video devices in change rooms or bathrooms.

## 8.0 Use of Change Room Facilities

**Staff must:**

- ✓ Ensure adequate supervision of children in change rooms, whilst respecting the child's right to privacy
- ✓ Ensure a staff member is supervised by another staff member if taking a gymnast to the bathroom
- ✓ Knock or announce yourself before entering change rooms or toilets to supervise
- ✓ Respect children's privacy when changing in the public area of the change room.

**Staff must not:**

- ✗ Undress when children or young persons are present in the change room
- ✗ Enter the change room of the opposite sex, under any circumstances
- ✗ Be in one-on-one situations with children or young persons without supervision by another staff member or the child's parent
- ✗ Use change rooms whilst gymnasts are present. If so, the staff member should utilise a private cubicle.

## 9.0 Professional Boundaries

**Staff must:**

- ✓ Respect yourself, respect others and respect the equipment at all times
- ✓ Ensure all gymnasts are receiving equal attention and opportunities (no favouritism)
- ✓ Ensure all activity and communication occurs within the scope of your role and responsibilities
- ✓ Disclose all pre-existing relationships with gymnasts and their family to NDGC.

**Staff must not:**

- ✗ Spend time alone with a child.
- ✗ Buy gifts or other items for children or young people without authorisation from a manager and without the knowledge of parents/guardians
- ✗ Provide unauthorised transportation
- ✗ Develop close personal relationships with children outside of coach/gymnast relationships.
- ✗ Accept invitations to attend private social functions of the gymnast or their family.

## 10.0 Injury Management

### Staff must:

- ✓ Be aware of and support policies and practices in relation to injury management, return to play and child safe standards
- ✓ Follow the advice of a physician when determining when an injured gymnast is ready to recommence training.

## 11.0 Relevant Policies, Procedures and Documents

The *Code of Conduct* should be read in conjunction with the following:

NDGC Policies & Procedures	Gymnastics WA and Gymnastics Australia Policies & Procedures
<ul style="list-style-type: none"> <li>• NDGC Child Safe Policy</li> <li>• NDGC Risk Management Procedure</li> <li>• NDGC Child Safe Complaints Handling Policy</li> <li>• NDGC Coaches Handbook</li> </ul> <p><i>The policies can be located at:</i></p> <ul style="list-style-type: none"> <li>• NDGC’s website – Policies and Procedures</li> <li>• NDGC’s website – Staff Portal</li> <li>• NDGC On-site at Reception - Policies Folder</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Policy – GA</li> <li>• Member Protection Policy – GA</li> <li>• Codes of Behaviour – GA</li> <li>• Social Media Policy – GA and GWA</li> <li>• Gymsport Technical Regulations – GWA and GA</li> </ul> <p><i>The policies listed above (and more), can be located at:</i></p> <ul style="list-style-type: none"> <li>• Gymnastics WA website</li> <li>• Gymnastics Australia website</li> </ul>