



# NORTHERN DISTRICTS GYMNASTIC CLUB

## CHILD SAFE POLICY

**Policy title:** Child Safe Policy

**Responsible Officer/Department:** Management

**Date of last review:** August 2023

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## 1. Document History

<b>Document Reference:</b>	CS1
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### 1.1. Document Location

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

### 1.2. 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
4	Ben Barnard	30/08/2023	Ben Barnard	30/08/2023	August 2023

## 2. Glossary of Terms and Definitions

### 2.1 Terms Used in this Policy

<b>CALD</b>	Culturally and Linguistically Diverse.
<b>Child</b>	A child is a person below the age of 18. <sup>1</sup>
<b>Child Safe Organisation</b>	<p>A Child Safe Organisation:</p> <ul style="list-style-type: none"> <li>• Consciously and systematically creates conditions that reduce the likelihood of harm to children</li> <li>• Creates conditions that increase the likelihood of identifying and reporting harm</li> <li>• Responds appropriately to disclosures, allegations or suspicions of harm</li> <li>• Addresses all the 10 Child Safe Standards.</li> </ul>
<b>Child Safe Standards</b>	The Royal Commission identified 10 critical elements that are necessary to create a safe environment for children and young people. These elements became the 10 Child Safe Standards. The Child Safe Standards articulate the essential elements of a Child Safe Organisation.
<b>Cultural Safety</b>	Encompasses the child being provided with a safe, nurturing and positive environment where they are comfortable with being themselves, expressing their culture, spiritual and belief systems, and they are supported by the organisation. <sup>2</sup>
<b>Gymnast</b>	A person who participates in gymnastics programs delivered by NDGC.
<b>LGBTQI</b>	Lesbian, Gay, Bisexual, Transgender, Queer and Intersex.
<b>Mandatory Reporter</b>	It is a legal requirement in Western Australia for doctors, nurses, midwives, teachers, police officers and boarding supervisors to report all reasonable beliefs of child sexual abuse to the <i>Department of Communities - Child Protection and Family Support</i> . <sup>3</sup>
<b>NDGC</b>	Northern Districts Gymnastic Club.
<b>Royal Commission</b>	Royal Commission into Institutional Responses to Child Sexual Abuse.
<b>Staff</b>	Refers to all paid and unpaid employees, trainees and contractors of NDGC.
<b>WWC Check</b>	Working with Children Check.

<sup>1</sup> *Children and Community Services Act 2004 (WA)* s 3.

<sup>2</sup> Australian Human Rights Commission, *Cultural Safety Background Paper*, January 2018, page 8.

<sup>3</sup> *Children and Community Services Act 2004 (WA)* Division 9A.

## 2.2. Forms of Abuse

<b>Bullying</b>	<p>Bullying refers to the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying can take many forms which are often interrelated and include:</p> <ul style="list-style-type: none"> <li>• Verbal (name calling, put downs, threats)</li> <li>• Physical (hitting, punching, kicking, scratching, tripping, spitting)</li> <li>• Social (ignoring, excluding, ostracising, alienating)</li> <li>• Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions).</li> </ul>
<b>Child Abuse</b>	<p>Child abuse refers to acts or omissions (neglect) that result in, or have the likelihood to result in, harm to a child or young person. The four forms of Child Abuse are:</p> <ul style="list-style-type: none"> <li>• Sexual Abuse</li> <li>• Emotional Abuse</li> <li>• Neglect</li> <li>• Physical Abuse.</li> </ul> <p>Exposure to family violence is now also considered a form of abuse.</p>
<b>Child Grooming</b>	<p>Child Grooming is a form of sexual abuse. It refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child’s inhibitions in preparation for sexual activity with the child.</p>
<b>Emotional Abuse</b>	<p>Emotional abuse is often referred to as ‘psychological abuse’. It refers to an adult’s inappropriate verbal or symbolic acts towards a child or young person and/or a pattern of failure over time to provide a child or young person with adequate non-physical nurturing and emotional availability.</p>
<b>Exposure to Family Violence</b>	<p>Family violence refers to any form of abusive behaviour by a person towards another family member. The abuse can be physical, sexual, emotional, psychological, economical, threatening or coercive type behaviour. It is also a form of abuse when a child or young person is exposed to, hears or witnesses any of the effects of the abusive behaviours.</p>
<b>Physical Abuse</b>	<p>Physical abuse refers to the use of deliberate physical force against a child that intentionally or unintentionally results, or has the likelihood of resulting, in harm.</p>

<p><b>Neglect</b></p>	<p>Neglect refers to the failure to provide a child with conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing. Neglectful behaviours are an act of omission, or by wilful choice. Forms of neglect can include:</p> <ul style="list-style-type: none"> <li>• Physical</li> <li>• Emotional</li> <li>• Educational</li> <li>• Medical</li> <li>• Nutritional</li> <li>• Environmental.</li> </ul>
<p><b>Sexual Abuse</b></p>	<p>Sexual abuse refers to any act that exposes a child or young person to, or involves a child or young person in, sexual processes that:</p> <ul style="list-style-type: none"> <li>• The child or young person does not fully comprehend</li> <li>• The child or young person is unable to give informed consent to</li> <li>• The child or young person is not developmentally prepared for</li> <li>• Are contrary to acceptable community standards.</li> </ul>

### 3. Emergency Contacts

<b>Police</b>	<b>000</b> (for emergencies only)
	<b>131 444</b> (for all non-emergency related matters)
<b>Child Protection and Family Support (WA)</b>	<b>1800 273 889</b> <a href="mailto:cpduty@communities.wa.gov.au">cpduty@communities.wa.gov.au</a>

#### 3.1 NDGC Child Safe Contacts

##### Member Protection Information Officer (MPIO)

The Member Protection Officer (MPIO) is the first point of contact for persons who have member or child protection enquiries or complaints. The MPIO provides advice, information and guidance on how to make a complaint or raise a concern in accordance with complaints procedures and related policies.

##### Child Safety Officer (CSO)

The CSO assists with the handling and management of child safety complaints.

All staff, children, and families at NDGC should be aware of the name and contact details of the MPIO and CSO and know of their responsibility to report child safety complaints to them immediately. *Refer to the relevant contact details below.*

Name	Role	Contact Details
<b>Ben Barnard</b>	<ul style="list-style-type: none"> <li>Child Safety Officer (CSO)</li> <li>Member Protection Information Officer (MPIO)</li> <li>Gym Operations Manager</li> </ul>	<b>P:</b> 08 9240 6861 <b>M:</b> 0431 445 889 <b>E:</b> <a href="mailto:ben@ndgc.org.au">ben@ndgc.org.au</a>
<b>Nikki Colev</b>	<ul style="list-style-type: none"> <li>Member Protection Information Officer (MPIO)</li> <li>Recreational Program Team Leader</li> </ul>	<b>P:</b> 08 9240 6861 <b>M:</b> 0414 513 257 <b>E:</b> <a href="mailto:nikki@ndgc.org.au">nikki@ndgc.org.au</a>

#### 3.2 Gymnastics Australia

<b>Gymnastics Australia</b>	<b>Child Safety Line:</b> 03 8698 9700 <b>Email:</b> <a href="mailto:childsafety@gymnastics.org.au">childsafety@gymnastics.org.au</a>
<b>Gymnastics Western Australia</b>	<b>Phone:</b> 08 9228 9399 <b>Email:</b> <a href="mailto:info@gymnasticswa.asn.au">info@gymnasticswa.asn.au</a>

## 4. Purpose of this Policy

This policy is created for all stakeholders, including staff, gymnasts, members, parents, volunteers and contractors at Northern Districts Gymnastic Club (NDGC). The purpose of the *Child Safe Policy* is to ensure all stakeholders understand how NDGC works to keep children and young people safe. This policy aims to:

- Create a strong culture of child safety
- Promote a safe, caring, and inclusive environment for children and young people
- Promote diversity and respect amongst children, young people, families and staff
- Ensure all staff understand the standards of behaviour expected of them
- Provide avenues for complaints and support for children, young people and families
- Promote a child safe environment that minimises opportunities for harm and abuse to occur.

## 5. Scope

NDGC provides various gymnastics programs for children and young people including:

- Kindergym
- Recreational Gym
- Freestyle Gym
- Teen Gym
- Competitive Programs
- Adult Gym
- School Holiday Programs.

This policy applies to the following groups of people at NDGC:

- Executives
- Facility Managers
- Program Co-ordinators/Managers
- Gymnastics Coaches
- Administrative Staff
- Technical Members
- Parents/guardians, other family members
- Facility Hirers
- Contractors and sub-contractors
- Work experience participants
- Volunteers & Trainees
- NDGC judges and other officials
- Spectators
- Any other adult who interacts with children at NDGC.

All NDGC Gymnastics staff have additional obligations under the Gymnastics Australia Policy Framework, including (but not limited to) the following:

- [GA Child Safeguarding Policy](#)
- [GA Member Protection Policy](#)



## 6. Communication of Child Safety Information

NDGC is committed to communicating information about child safety to its stakeholders, specifically key messages contained in the *Child Safe Policy* by:

- ✓ Displaying NDGC's Commitment to being a Child Safe Organisation on-site and online
- ✓ Displaying the *Coaches Code of Conduct* on-site and online
- ✓ Publishing a downloadable version of the *Child Safe Policy* on the NDGC website
- ✓ Discussing the *Child Safe Policy* during staff induction and ongoing refresher training
- ✓ Providing families with the *Child Safe Policy* and the *Child Safe Family Handbook* at enrolment
- ✓ Providing a child-friendly version of the *Child Safe Policy* for children and young people
- ✓ Discussing the *Child Safe Policy* with children and young people
- ✓ Providing clear and consistent messaging to parents and guardians to ensure they are aware of how to monitor children's safety at NDGC
- ✓ Displaying key child safety messages on-site (posters and fact sheets) targeted at children, young people and families
- ✓ Displaying a list of contacts for staff, children and families to report child safety issues on-site
- ✓ Delivering annual child safety information sessions to parents and guardians
- ✓ Communicating key child safety messages and updates to families through NDGC's website, social media pages and the *Heja App*
- ✓ Distributing a regular newsletter to all NDGC members and families which includes key child safety information.

## 7. Child Safe Standards

### 7.1 National – 10 Child Safe Standards

This *Child Safe Policy* is underpinned by the 10 Child Safe Standards. The 10 Child Safe Standards are essential elements in creating a *Child Safe Organisation*.

**Figure 1.** Child Safe Standards - the Royal Commission into Institutional Responses to Child Sexual Abuse.



- |   |   |
|---|---|
| <p><b>1</b> Child safety is embedded in institutional leadership, governance and culture.</p> <p><b>2</b> Children participate in decisions affecting them and are taken seriously.</p> <p><b>3</b> Families and communities are informed and involved.</p> <p><b>4</b> Equity is upheld and diverse needs are taken into account.</p> <p><b>5</b> People working with children are suitable and supported.</p> | <p><b>6</b> Processes to respond to complaints of child sexual abuse are child focused.</p> <p><b>7</b> Staff are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training.</p> <p><b>8</b> Physical and online environments minimize the opportunity for abuse to occur.</p> <p><b>9</b> Implementation of the Child Safe Standards are continuously reviewed and improved.</p> <p><b>10</b> Policies and procedures document how the institution is child safe.</p> |
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## 8. Our Commitments

### 8.1 Statement of Commitment to being a Child Safe Organisation

At the Northern Districts Gymnastic Club (NDGC), 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 Policy, to ensure the highest standards are achieved in respect to the protection and safety of all participants.

In addition, NDGC has several additional 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.

## 8.2 To Children & Young People

Children and young people have a right to feel safe and to be respected. NDGC recognises that child safety is everyone’s responsibility. As a Child Safe Organisation, we are committed to ensuring that the safety, welfare and wellbeing of children and young people is maintained at all times.

### We commit to:

→ Providing a positive environment which fosters the safety, wellbeing and empowerment of children and young people.	→ Empowering children & young people to voice their concerns when they do not feel safe.
→ Maintaining an environment where all participants feel safe, respected, and valued at all times.	→ Ensuring that, where appropriate, all children and young people have access to child safety information, support and complaints processes.
→ Involving children and young people in decisions about matters that directly affect them.	→ Supporting children and young people to develop and sustain friendships.
→ Listening, respecting and responding appropriately to the views of children and young people.	→ Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children and young people.
→ Taking conscious action to protect children from all forms of harm and abuse.	→ Ensuring that children and young people with a disability are safe and can participate equally.
→ Ensuring children and young people understand their rights and the boundaries between appropriate and inappropriate behaviour.	→ Promoting the cultural safety, participation and empowerment of children and young people from Culturally and/or Linguistically Diverse (CALD) backgrounds.

### 8.3 To Families and Communities

Families and communities have the paramount responsibility to ensure that children feel safe, protected and supported in their environment. NDGC aims to provide assistance and resources to families and communities in order to facilitate and promote a child safe environment.

**We commit to:**

→ Supporting parents and guardians to take an active role in maximising the safety of children and young people.	→ Maintaining regular contact with parents and guardians about changes or updates to NDGC’s child safe policies, procedures and practices.
→ Providing transparent communication to parents and guardians relating to the safety of their children.	→ Providing opportunities for parents and guardians to provide feedback on NDGC’s child safety practices.
→ Ensuring that parents and guardians have access to the <i>Child Safe Policy</i> (on-site and online) as well as other relevant child safety resources.	→ Listening and responding promptly to any views or concerns raised by parents and guardians relating to child safety.
→ Ensuring that parents and guardians have seen and read NDGC’s Commitment to being a Child Safe Organisation	→ Ensuring that parents and guardians know to contact NDGC’s Member Protection Information Officers to raise any concerns about child safety.

## 8.4 To Creating a Child Safe Environment

NDGC will implement all necessary measures to provide a safe and supportive environment for children and young people. NDGC is committed to being a *Child Safe Organisation* in accordance with the Child Safe Standards.

### We commit to:

→ Promoting awareness of child safety to staff, children, families and the broader NDGC community.	→ Ensuring that all staff and other stakeholders comply with NDGC's <i>Child Safe Policy</i> .
→ Ensuring all staff are made aware of their child safe responsibilities including to be vigilant to the forms and possible signs of child abuse.	→ Establishing and maintaining a workplace culture of respect for children regardless of their individual characteristics, cultural backgrounds and abilities.
→ Engaging staff who are skilled, qualified and suitable to work with children and young people.	→ Providing staff with child safety resources and professional development opportunities.
→ Providing a safe physical environment designed to protect children from harm.	→ Conducting routine monitoring of NDGC's physical and online environments.
→ Ensuring NDGC's child safe policies, procedures and practices are made available through multiple avenues, online and on-site.	→ Monitoring NDGC's child safe policies and practices to ensure they are effective and up to date.

## 9. Responsibilities of Staff

We believe that child safety is a shared responsibility amongst all staff members at NDGC. All staff members have a responsibility to:

- Read, understand and comply with all NDGC and Gymnastics Australia policies, procedures, programs and guidelines.
- Actively promote the vision, values, principles and practices of NDGC.
- Ensure all allegations or suspicions of child abuse are recorded and acted upon by informing one of the NDGC’s MPIO immediately.

We outline the Child Safe responsibilities for each position below.

### 9.1 Staff

#### Applicable Positions

Gymnastics Coaches	Coaches in Training (CIT)
Volunteers	Administrators

#### Their child safe responsibilities are to:

- ✓ Provide a safe, welcoming and inclusive environment that places the health, welfare and wellbeing of children and young people above all else
- ✓ Provide a fun and enjoyable environment for children and young people
- ✓ Report to management and document any conversations with children, young people or parents that involve a child safety concern
- ✓ Encourage children and young people to reach their full potential in the sport of gymnastics
- ✓ Provide children and young people with equal attention and opportunities (no favouritism)
- ✓ Ensure participation methods are matched appropriately to the age and capabilities of the children and young people who are involved in NDGC programs
- ✓ Interact with children and young people respectfully and appropriately
- ✓ Build positive relationships with children, young people and their parents/guardians
- ✓ Communicate with parents/guardians about a child or young person’s progress
- ✓ Monitor children and young people for possible signs of child abuse
- ✓ Supervise children and young people effectively.

## 9.2 Management

### Applicable Positions

Program Managers/Team Leaders	MPIOs/CSOs
Head Coaches	Program Co-Ordinator's

### Their child safe responsibilities are to:

- ✓ Model appropriate workplace behaviours and monitor the workplace environment to ensure acceptable standards of conduct by all staff and stakeholders
- ✓ Receive and respond to concerns, allegations, or disclosures of abuse from staff, children, young people and their families
- ✓ Raise staff awareness about obligations to protect the safety and wellbeing of children and young people
- ✓ Escalate child safety complaints to senior management and/or external authorities, as appropriate
- ✓ Communicate with parents/guardians about a child or young person's progress
- ✓ Provide professional supervision and support to all staff members
- ✓ Openly discuss child safety at team meetings
- ✓ Ensure an initial risk assessment is completed prior to undertaking activities involving children and young people
- ✓ Communicate the *Child Safe Policy* and promote issues of Child Safety through NDGC's website, social media platforms, apps and other resources.



### 9.3 Leadership Team

#### Applicable Positions

CEO	Gym Operations Manager
Registrar	Business Operations Manager

#### Their child safe responsibilities are to:

- ✓ Model and foster a commitment to Child Safe practices
- ✓ Set accountabilities for child safety at all levels of NDGC
- ✓ Foster a culture where anyone can disclose their concerns about harm to children and young people
- ✓ Inform themselves on all aspects of child safety through training delivered by experts and staying up to date with child safety information
- ✓ Ensure all staff adhere to acceptable standards of conduct in terms of child safety
- ✓ Ensure all staff are equipped with the knowledge, skills and awareness to keep children and young people safe
- ✓ Treat all complaints seriously, equitably and confidentially, and take immediate action to investigate and resolve allegations
- ✓ Escalate child safety complaints to external authorities, as appropriate
- ✓ Communicate the *Child Safe Policy* and promote issues of child safety through NDGC’s website, social media platforms, apps and other resources.

## 10. Inclusion

### 10.1 Children and Young People

Organisations that foster a culture of open communication and participation, create a safe environment for children and young people to raise their concerns when they do not feel safe.

#### **NDGC encourages child and youth participation by:**

- ✓ Ensuring children and young people understand their right to feel safe at all times.
- ✓ Asking children and young people to talk about the things that affect their lives, including their safety.
- ✓ Listening to the views of children and young people and following up their concerns.
- ✓ Empowering children and young people to voice their feedback and concerns through a variety of avenues.
- ✓ Ensuring children and young people understand boundaries relating to appropriate and inappropriate conduct.
- ✓ Providing opportunities for children to participate in decisions that affect their lives
- ✓ Matching participation methods to the age, capability and cultural background of the children and young people who engage with NDGC programs.
- ✓ Encouraging children and young people to reach their full potential in the sport of gymnastics.
- ✓ Ensuring that all children and young people receive equal attention and opportunities (no favouritism).
- ✓ Prohibiting all forms of discrimination, harassment, bullying, abuse, child abuse, intimidation on the basis of age, race, gender, disability, sexuality, gender identity, religion skill level or Gymsport.
- ✓ Encouraging children and young people to develop safe and respectful relationships with one another.
- ✓ Discussing the *Child Safe Policy* with children and young people, with a focus on how they can help keep themselves safe and what to do if they feel unsafe.

## 10.2 Equity and Diversity

NDGC actively recognises the diverse circumstances of children and young people and responds to those with additional needs. We pay particular attention to the needs of Aboriginal and Torres Strait Islander children, children with additional needs, children from Culturally and Linguistically Diverse (CALD) backgrounds, and those who form part of the LGBTQI community.

### **We ensure the needs of those from diverse backgrounds are met by:**

- ✓ Supporting and facilitating an inclusive environment that embraces diversity.
- ✓ Ensuring that children and young people from all backgrounds have an equal opportunity to participate in the programs and activities provided by NDGC.
- ✓ Interacting with all children, families and staff with respect and appreciation for their diverse backgrounds, experiences and abilities.
- ✓ Ensuring staff members take reasonable steps to remove any barriers which prevent access to NDGC programs and services.
- ✓ Identifying barriers to communication for children and young people, paying particular attention to different cultural contexts, languages and cognitive capabilities.
- ✓ Allowing sufficient time, opportunity, and appropriate support for children with disability to raise concerns.
- ✓ Providing a safe environment for those with a disability and ensuring that they have access to the necessary strategies and support to reach their full capacity.
- ✓ Providing regular training to staff to ensure that they are confident in creating an inclusive and welcoming environment.
- ✓ Ensuring that children have access to translation services and bicultural workers if needed, to disclose, report and handle complaints.
- ✓ Ensuring that key child safe policies are available in other key community languages or modes of communication, if required.
- ✓ Implementing, and monitoring the outcomes of any strategies in place that are tailored to meet the needs of those who come from diverse backgrounds.
- ✓ Striving for a workforce that reflects diversity of cultures, abilities and identities.
- ✓ Incorporating cultural safety into all NDGC policies and procedures.

## 11. Forms and Possible Indicators of Abuse

Child abuse refers to acts or omissions (neglect) that result in, or have the likelihood to result in, harm to a child or young person.

The forms of abuse are:

- Physical abuse
- Sexual abuse
- Emotional or Psychological abuse
- Neglect.

A child's Exposure to Family Violence is now commonly regarded as a form of abuse.

### Possible Signs/Indicators of Abuse

The signs of abuse include physical and behavioural indicators. Individual indicators should not be assessed in isolation and should be looked at in the context of other potential indicators and the personal circumstances or history of the child or young person.

- **Physical Indicators** are the injuries / visible harms that may occur as a result of abuse.
- **Behavioural Indicators** are the actions, attitudes, and emotions of an individual that indicate abuse may have occurred.

**NOTE:** The list of signs/indicators of abuse noted below are not exhaustive. The presence of these signs does not necessarily mean that abuse has been, or is, occurring.

## 11.1 Physical Abuse

### Definition

Physical abuse refers to a non-accidental injury or pattern of injuries made towards a child or young person. It involves the intentional use of physical force against a child or young person that results in, or has the likelihood of resulting in, harm for the child or young person's:

1. Health
2. Survival
3. Development
4. Dignity.

Physically abusive behaviour can include hitting, kicking, biting, scalding, poisoning, beating, shaking, strangling, burning and suffocating.

### Possible Indicators

PHYSICAL SIGNS OF PHYSICAL ABUSE	BEHAVIOURAL SIGNS OF PHYSICAL ABUSE
Bruising	Covering up injuries
Fractured bones	Fear of adults
Burns and scalds	Unable to explain an injury
Lacerations and welts	Being aggressive towards others
Sprains and dislocations	Avoiding physical contact

## 11.2 Sexual Abuse

### Definition

Sexual abuse includes any act that exposes a child or young person to, or involves a child or young person in, sexual processes that:

1. The child or young person does not fully comprehend
2. The child or young person is unable to give informed consent to
3. The child or young person is not developmentally prepared for
4. Are contrary to acceptable community standards.

Sexually abusive behaviour can include fondling of genitals, vaginal or anal penetration, voyeurism and exposing a child to pornography. Sexual abuse can be intra-familial (perpetrated by family or relatives), or extra-familial (perpetrated by people outside of the family such as teachers or sporting coaches).

## Possible Indicators

PHYSICAL SIGNS OF SEXUAL ABUSE	BEHAVIOURAL SIGNS OF SEXUAL ABUSE
Pain or bleeding in the anal or genital areas	Children describing sexual acts
Bruises and/or bite marks to breasts, buttocks, lower abdomen	Sexual behaviour beyond healthy development
Difficulty walking or sitting	Self-destructive behaviour
Unexplained pain in genital area	Withdrawn behaviour
Bed-wetting beyond the usual age	Regression in development

### 11.3 Child Grooming

#### Definition

Sexual abuse also includes **child grooming**. Child grooming refers to deliberate acts undertaken to establish a personal connection with a child or young person, in order to prepare the child or young person for sexual abuse.

There is not a set pattern of grooming, as some perpetrators can abuse a child or young person after a lengthy period, and other perpetrators can abuse in a short period of time.

#### The main stages of the grooming process are:

1. Gaining or increasing access to the child
2. Building trust with the child
3. Obtaining the child's compliance
4. Maintaining the child's secrecy to prevent them from disclosing the abuse
5. Initiating and maintaining the abuse
6. Concealing the abuse.

Perpetrators can also groom parents and guardians to establish trust and gain access to children and young people.

#### Possible Indicators

Grooming strategies by perpetrators can include:

- Using favouritism, bribes and/or giving gifts to a child or young person
- Spending inappropriate one-on-one time with a child or young person

- Actively isolating children and young people from other adults, children or young people
- Violating personal boundaries in the context of intimate care. This includes bathing, toileting and changing clothes.
- Insisting on physical affection with a child or young person such as hugging, kissing, tickling even when a child or young person does not appear to want it
- Communicating with a child or young person via social media when it is not authorised by NDGC.

## 11.4. Emotional or Psychological Abuse

### Definition

Emotional abuse is often referred to as ‘psychological abuse’. It relates to inappropriate verbal or symbolic acts towards a child or young person and/or a pattern of failing repeatedly over time to provide a child or young person with adequate non-physical nurturing and emotional availability. Emotional abuse damages a child’s or young person’s self-esteem.

Emotional abuse is usually sustained over a period of time, unlike physical and sexual abuse where a single incident can constitute abuse. It can be the most difficult form of abuse to detect.

### Possible Indicators

PHYSICAL SIGNS OF EMOTIONAL ABUSE	BEHAVIOURAL SIGNS OF EMOTIONAL ABUSE
Physical development is delayed	Overly compliant behaviour
Delayed speech	High levels of anxiety or depression
Bed-wetting beyond usual age	Avoids interaction with other children or young people
Extreme weight loss	Demonstrating low self-esteem
Signs of self-harm	Lack of trust in people
	Extreme attention seeking
	Eating disorders

**Exposure to domestic violence** is now commonly regarded as a form of abuse. For the purposes of this policy, it is included as a form of emotional abuse. It refers to a child or young person being present while a family member is being subjected to abuse. Examples include the child or young person hearing the violence, intervening to stop violence, or being blamed for the violence.

**Body image, weight management and eating disorders** are issues which often arise through aesthetic sports such as gymnastics. The ongoing pressure on athletes to achieve and maintain an ‘ideal’ physique, combined with harmful weight management and negative body shaming practices, can have many short-term and long-term psychological and physical consequences for athletes. Examples of dangerous behaviours include strict dieting, excessive exercise, low water intake and disordered eating.

## 11.5. Neglect

### Definition

Neglect refers to the failure to provide a child or young person with the conditions that are culturally accepted as being essential for their emotional development and wellbeing. Neglectful behaviours are an act of omission, or by wilful choice.

Neglect can occur in the following areas:

- Health
- Education
- Emotional development
- Nutrition
- Shelter and safe living conditions.

### Possible Indicators

PHYSICAL SIGNS OF NEGLECT	BEHAVIOURAL SIGNS OF NEGLECT
Low weight for age	Stealing food
Poor standards of hygiene	Indiscriminately seeks out adult affection
Untreated physical problems	Being constantly tired
Poor complexion	Frequently late or absent
Frequently left unsupervised by parents/guardians	Being withdrawn



## 12. Staff and Employment

### 12.1. Recruitment and Induction

NDGC takes reasonable steps to ensure that all staff are suitable and appropriate for their specific job role. NDGC conducts rigorous recruitment and screening procedures in accordance with best practices, to ensure that all staff are suitable to work with children and young people.

NDGC ensures that child safety is embedded throughout the following stages of the employment process:

1. Job Description
2. Screening
3. Interview
4. Induction
5. Probation Period.

#### 1. Job Description

Employment advertising packages must include:

- NDGC's Statement of Commitment to being a Child Safe Organisation
- A link to NDGC's *Child Safe Policy* and *Coaches Code of Conduct*
- Selection criteria – including attitudes to, and application of child safe measures
- How the applicant will work with children and young people and what their child safe responsibilities are (including reporting obligations)
- Clear child safe responsibilities for the position
- A Working with Children Check clearance, police check and referee checks as a prerequisite to receiving an offer of employment.

## 2. Screening

NDGC conducts the following screening procedures for the role:

- Verification of applicant's identity, criminal record, qualifications and professional registration
- Thorough reference checks with at least two identified referees
- Verification of Working with Children Check Clearance and police checks prior to commencement of work at NDGC
- Recording each staff member's cleared Working with Children Check Clearance number, the date of verification and its expiry
- Ensuring that applicants have suitable experience in working with children and young people.

## 3. Interview

NDGC ensures that the following areas are included throughout the interview process:

- Clear information is provided to applicants about NDGC's commitment to child safety
- Behavioural questions relating to child safe practices
- Questions to assess the values, motives and attitudes of applicant's who will be working directly with children
- Establishing why the applicant is leaving their current job
- Assessment of the applicant's professional experience, qualifications, and competence to work with children.

## 4. Induction

All new NDGC staff will undertake Child Safe Induction.

As part of the induction process, all new staff must sign a document as acknowledgement that they have read and understood the contents of the *Child Safe Policy* including the *Coaches Code of Conduct*.

Child Safe Induction covers the following child safety topics:

- Child rights
- Understanding the *Child Safe Policy*
- Understanding the *Coaches Code of Conduct*
- Forms and possible indicators of abuse
- Risk management
- Responding to disclosures
- Complaints handling processes
- Reporting obligations
- Protections for whistle-blowers.

## 5. Probation Period

NDGC adopts the following processes in relation to staff probation periods:

- NDGC staff are subject to an initial 3 – 6-month probationary period as set out in the employment contract.
- NDGC management will assess the candidate's work performance and general suitability to work with children and young people.
- NDGC will provide opportunities for staff members to raise concerns formally or informally about harm or risk of harm to children.
- If the new employee does not perform up to the required standard, NDGC may take remedial action or terminate the employment of the staff member.

## 12.2. Coach in Training Program

NDGC’s Coach in Training (CIT) program is a 6 to 12-month program which introduces new coaches to the various aspects of coaching gymnastics and prepares them for entry into the Gymnastics Australia National Coaching program.

The program outline is as follows:

CIT Program Outline	
1	Applicant completes Application Form
2	Applicant interview & reference checks
3	Child Safe Training
4	Phase 1: Supervised, volunteer coaching hours
5	GWA Beginner Coaching Course
6	Phase 2: Paid Mentorship with Senior Coach
7	NDGC Child Safe Induction Training

### Child Safe Requirements:

CIT applicants must:

- Be minimum 14 years and 9 months to commence the CIT program
- Read, understand and comply with NDGC’s *Child Safe Policy, Coaches Code of Conduct* and the *CIT Program Overview Document*
- Complete Child Safe Training prior to commencement of the CIT program
- Be supervised by a qualified NDGC coach at all times throughout the CIT program
- Hold a current and valid Working with Children Check Clearance and Police Check
- Complete the CIT Workbook at Phase 1 and Phase 2 which includes information on key child safety topics.

**Note:** The NDGC Child Safe recruitment procedure also applies to CIT applicants and the CIT program. Refer to the *CIT Program Overview Document* for further information.

### 12.3. Education and Training

All staff are regularly trained and supported to work with children and young people. This ensures staff are equipped and competent to respond to child safety concerns. NDGC provides regular Child Safe Refresher Training to all staff which covers the following topics:

- ✓ Child rights
- ✓ Child Participation
- ✓ The forms and indicators of child abuse
- ✓ Responding to disclosures
- ✓ Characteristics of victims and offenders
- ✓ Risky environments and situations for children and young people
- ✓ Understanding and responding to child-on-child abuse
- ✓ Complaints handling
- ✓ Reporting obligations
- ✓ Risk management
- ✓ Record keeping practices
- ✓ NDGC's Child Safe policies, procedures and practices.

#### **NDGC will:**

- Keep an induction and training register to record staff participation in child safe training sessions
- Provide advanced training to senior leaders, supervisors and staff engaged in the recruitment process
- Ensure that staff training is culturally responsive to the needs of diverse groups.
- Ensure training programs are regularly and externally reviewed.

## 12.4. Registration Requirements to Work with Children

### WA Working with Children (WWC) Check

In WA, the WWC Check is a compulsory screening strategy which aims to protect children from individuals who have a relevant charge or conviction on their criminal record that indicates they may cause harm to a child.

A WWC Check is required if the person engages in certain paid or unpaid work with children.<sup>4</sup>

There are some general exemptions from who is required to hold a WWC Check, including but not limited to the following:

- Work carried out on a voluntary basis by a child
- Unpaid students on placement under 18 years of age
- Short-term visitors to WA (only applies during the two-week period after arrival)
- Parents volunteering in certain activities where their child is also involved or participates (unless attending an overnight activity).

A WWC Card expires after three years and can be renewed at least 1 month before the Card's expiry.

**NOTE:** Generally, a person is permitted to commence or continue child-related work while their application is being assessed. However, if they have a conviction for a Class 1 offence, which was committed when an adult, they must not start or continue in child-related work.<sup>5</sup>

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<sup>4</sup> *Working with Children (Criminal Record Checking) Act 2004 (WA).*

<sup>5</sup> Refer to <https://workingwithchildren.wa.gov.au/employers-organisations/the-checking-process/application-process>

### 13. Commitment to Child Safe Complaints Handling

NDGC takes all child safety complaints seriously and responds promptly and appropriately. NDGC fosters an open complaints culture and ensures that all staff, children and young people and their families know who to talk to if they are worried or feel unsafe.

NDGC refers all child safety complaints (as appropriate) to Gymnastics Western Australia, Gymnastics Australia and Sport Integrity Australia for independent oversight.

NDGC ensures that:

- ✓ Any person who makes a complaint will not suffer adverse consequences
- ✓ Children and young people are consulted and have input into the design of a complaints process (*where appropriate*)
- ✓ Any affected child or young person is provided with ongoing support throughout the complaints process, including having access to a support person at all times
- ✓ Relevant people are kept informed of the progress of the complaint, outcomes and resolution of the complaint
- ✓ All complaints are stored and managed in accordance with relevant privacy laws
- ✓ All allegations and complaints relating to child safety regardless of whether the complaint meets statutory reporting thresholds.

For further guidance refer to ***NDGC's Child Safe Complaints Handling Policy***.

### 14. Child Safe Risk Management

NDGC recognises the increased risk associated with specific roles and activities, particularly in situations where staff members are working in one-on-one situations with children unsupervised.

NDGC is committed to identifying, minimising and responding to child safety risks in both the physical and online environments. NDGC adopts a situational prevention approach to risk management, underpinned by the following principles:

- ✓ Addressing uncertainty through a systematic, structured and timely approach
- ✓ Taking into account human and cultural factors
- ✓ Being transparent, inclusive and responsive to change.

For further guidance refer to ***NDGC's Child Safe Risk Management Policy***.

## 15. Child Handling and Physical Contact Guidelines

Gymnastics is a sport that requires close physical contact between gymnasts and coaches to ensure the safety of the athlete. It is the responsibility of NDGC to ensure that strong, rigorous guidelines are in place to promote the safety of children and young people when interacting with others. It is important that children and young people understand their rights and what is considered appropriate and inappropriate behaviour.

NDGC provides comprehensive guidance on child handling to staff who interact with children and young people whilst carrying out their duties and responsibilities. NDGC ensures that all staff are adequately equipped to minimise risks of harm to children.

### 15.1 Consent

NDGC informs parents and guardians of the methods and manual handling that will be applied to children and young people in programs and activities. Staff must ensure that they obtain a child or young person's consent prior to engaging in physical contact. The staff member must ensure that the child or young person understands:

1. What assistance is being provided
2. Where the physical contact will occur
3. Why it is necessary in relation to the specific skill being taught.

### 15.2 Physical Contact

All staff members should:

- Avoid one-on-one situations with a child
- Only use physical contact when necessary
- Ensure any physical contact with children is appropriate to the delivery of gymnastics coaching, for example fitting sporting equipment (such as grips)
- Respect the child or young person's personal space
- Respect and respond appropriately to signs that a child or young person is uncomfortable with touch
- Adjust teaching methods according to the preference and needs of the child.

### 15.3 Appropriate Handling and Physical Contact

Physical contact is considered appropriate:

1. If it is necessary to promote the child or young person's development of skills



2. To ensure the child or young person's safety
3. If it is performed with the consent of the child or young person.

Guidelines to appropriate handling and physical contact include:

- ✓ Gentle handling when making corrections or manipulations
- ✓ Moving the child's body within a comfortable and suitable range of motion
- ✓ Keeping hands visible when using manual support
- ✓ Use of verbal directions rather than touch where necessary
- ✓ Use of non-intrusive touch to comfort a child who is upset or to encourage a child to participate such as a pat on the back or upper arm
- ✓ Use only hands to spot, correct technique or manipulate gymnasts into position, for example, do not use your foot to adjust a child's position

**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.

## 15.4 Inappropriate Handling and Physical Contact

Physical contact is considered inappropriate if:

1. The child has not provided prior consent
2. It is not required to promote the development of a skill
3. The contact occurs outside the class environment
4. It poses risk of harm to the child.

Examples of inappropriate handling and physical contact include:

- ✗ Acts that are of a personal nature if the child is capable of doing so themselves, such as changing clothes and going to the bathroom.
- ✗ Touching in areas of a sexual nature such as the breasts, buttocks or genitals
- ✗ Hugging a child or young person in a private setting, or when it is not wanted by the child or young person
- ✗ Kissing a child or young person
- ✗ Aggressive handling when using manual support or demonstrations
- ✗ Intrusive forms of discipline for example smacking or hitting.

*Please note that gymnastics staff have additional obligations in relation to physical contact and handling under the Gymnastics Australia Codes of Behaviour. For more information see:*

[https://www.gymnastics.org.au/Ga/Child\\_Safety/Codes\\_of\\_Behaviour.aspx](https://www.gymnastics.org.au/Ga/Child_Safety/Codes_of_Behaviour.aspx)

## 16. Use of Change Rooms

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:

### 16.1. 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.

### 16.2. 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.

## 17. Use of Photography and Video Devices

NDGC recognises the safety and privacy issues related to the use of photography and video devices in the facility. To ensure that children and young people are safe when participating in NDGC programs and activities, all staff must:

- ✓ Obtain permission from parents/guardians before taking photographs and videos of children and young people (refer to the *Registration – Photo Consent form*).
- ✓ Ensure that the parent or guardian understands how authorised photographs or videos will be used.
- ✓ Seek consent from the child or young person and their parent/guardian prior to posting a photograph or video on the online environment (refer to the *Registration – Photo Consent form*).
- ✓ Ensure photographs or videos taken do not include other children or young people (who have not provided consent), especially where the individual can be identified.
- ✗ Avoid taking photographs or videos of a child or young person where the individual can be identified. For example, try to take the photograph or video from a side angle or from the back.
- ✗ Do not use camera phones, videos and cameras in changing areas, showers and toilets.

**For further guidance, refer to the following GA and GWA policies:**

1. [GA Child Safe Policy](#)
2. [GWA Photography Policy](#)
3. [GWA Photography Guidelines & Forms](#)

## 18. Online Environment

NDGC recognises the possible risks to children and young people in relation to the online environment. To mitigate and minimise the opportunity for harm to occur, NDGC ensures that the online environment is used by staff in an appropriate manner.

### 18.1. What is social media?

Social media refers to any online tool or function that allows people to communicate and/or share content electronically. Examples include (but are not limited to):

1. **Social networking sites:** Facebook, Instagram, Snapchat, LinkedIn, TikTok
2. **Video and photo sharing websites or apps:** YouTube, Facebook, Instagram
3. **Instant Messaging:** SMS, Skype, Snapchat, WhatsApp, Facebook, Heja
4. **Online Forums:** Public and private online forums and discussion boards

### 18.2. NDGC's Responsibilities

NDGC will:

- ✓ Monitor the online environment
- ✓ Provide training to staff on what is appropriate and inappropriate behaviour online
- ✓ Ensure all electronic communications between NDGC and children and young people are open and transparent
- ✓ Remove any material that is posted online which has the potential to cause harm to children or young people who are participants of NDGC's programs or activities
- ✓ Report breaches of the *Coaches Code of Conduct* and the *Child Safe Policy*.

### 18.3. Staff Responsibilities

It is expected that NDGC staff will:

- ✓ Communicate with children and young people through official NDGC channels only
- ✓ Restrict communication with children and young people to issues directly associated with delivering NDGC services, programs or events
- ✓ Engage with the online environment in a manner which supports a positive and safe online culture for children and young people
- ✓ Take responsibility for any comments, advice, opinions, statements or other information which they post online (social media, online forums).

It is expected that NDGC staff will not:

- x** Share information which contains inappropriate language or content which may cause harm to children or young people
- x** Engage on social media with children or young people who participate in NDGC programs (regardless of their age)
- x** Share personal information, including photographs of children or young people without the informed consent of the parents/guardians
- x** Post photographs or videos on personal social media accounts of children or young people who participate in NDGC programs
- x** Befriend or communicate privately via electronic communication with a child or young person who participates in NDGC programs
- x** Tag a child or young person in a photograph on any social media platform
- x** Engage in any activity that is in breach of the following:
  - o NDGC Child Safe Policy
  - o NDGC Child Safe Coaches Code of Conduct
  - o GA Child Safe Policy.

## 18.4. Exemptions

NDGC recognises that pre-existing personal relationships may have been formed between NDGC gymnasts and employees prior to an individual's employment at NDGC. In such circumstances, exemptions to the *Online Environment Policy* may be made if:

- NDGC Senior Management have been informed
- The parent/guardian of the child (under 18 years) has provided written consent
- An NDGC gymnast (over the age of 18) and the NDGC staff member has provided written consent.

This policy should be read in accordance with the GWA [Social Media Policy](#).

## 19. Breaches of this Policy and the Code of Conduct

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.

**Depending on the nature of the breach, suitable outcomes may include:**

- Emphasis on the relevant component of the *Child Safe Policy* e.g., the *Online Environment*
- 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 if necessary.

**Please note the following:**

- If the Breach is committed by a 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.

## 20. Record Keeping & Information Sharing

NDGC keeps complete and accurate records of all incidents, responses and decision-making relevant to child safety and child wellbeing for a period of 40 years.

### 20.1. Physical and Digital Records

We ensure that all records are:

- Maintained appropriately in a clear, logical and secure manner
- Dealt with in accordance with the relevant law or policy such as the *Privacy Act 1988 (Cth)*
- Preserved in a suitable physical and/or digital environment that ensures records are not subject to degradation, loss, alteration, corruption or deletion
- All documents are retained for minimum 7 years, except for child safety related records which are stored for minimum of 40 years.
- Secure from unauthorised access
- Stored securely in a locked filing cabinet (physical records)
- Stored in a password-protected file (digital records)
- Available for individuals who have a right to access records which contain their personal information.

### 20.2. CCTV Footage

We adopt the following Best Practice principles in relation to access, storage and use of CCTV footage:

- CCTV is installed for authorised purposes only, such as general monitoring of concealed areas, reviewing injuries and complaints handling.
- CCTV footage is stored securely with antivirus and internet security software installed and maintained
- CCTV footage is stored for a minimum of 30 days. However, if there is an incident, footage is stored for an additional period of time for the purpose of police investigation.
- Any personal information obtained through CCTV is stored in accordance with the *Privacy Act 1988 (Cth)*.
- Any personal information recorded through CCTV is destroyed and/or de-identified when it is no longer needed.
- Only Authorised Persons have access to view CCTV footage
- Multiple access controls are in place such as, password and authorisation codes
- Access and release of CCTV footage is for authorised purposes only, such as to Police for investigation purposes (if requested).

## 21. Continuous Review and Improvement

NDGC is committed to ensuring the *Child Safe Policy* and child safe practices are continuously reviewed and improved. NDGC achieves this by:

- ✓ Reviewing the *Child Safe Policy* and related policies on an annual basis
- ✓ Welcoming feedback from staff, parents/guardians, and children and young people
- ✓ Conducting a review as soon as a complaint is made, and again when the complaint is finalised
- ✓ Holding consultations with staff, children, young people and their families
- ✓ Responding to feedback and complaints in a timely manner
- ✓ Ensuring complaints and concerns are analysed to identify causes and systemic failures to inform continuous improvement
- ✓ Providing staff with ongoing child safe education and training.

When conducting an annual review of the *Child Safe Policy*, NDGC considers the following:

- Whether policies and procedures were followed
- Whether any incidents relating to child safety occurred
- The process used to manage any incidents
- The effectiveness of policies and procedures in preventing or minimising harm to children and young people
- The content and frequency of training in relation to the *Child Safe Policy*.

## 22. Version Control

Version control is an effective method of managing the creation and development of policies and procedures. It records key elements relating to the creation and development of the document over time. NDGC adopts version control to ensure accuracy and transparency of all NDGC documentation.

NDGC ensures that all versions of policies and procedures:

- ✓ State the document's reference number, version number and location of the document
- ✓ Contain a *Revision History Table*
- ✓ Are revised with reference to previous versions of the relevant policy and procedure, as shown in its *Revision History Table*
- ✓ Are stored in a secure manner, protected by a security password
- ✓ Can be accessed by all staff



## 23. Policy Review

<b>Date Adopted/ Approved:</b>	<b>14/01/2022</b>
<b>Review Date:</b>	August 2023
<b>Version:</b>	4
<b>Responsible Position:</b>	Gym Operations Manager

## 24. Relevant Legislation, Policies and Documents

### Legislation

*Privacy Act 1988 (Cth)*

*Working with Children (Criminal Record Checking) Act 2004 (WA)*

### NDGC Policies, Procedures and Documents

NDGC Accountability Chart

NDGC Drop off and Pick Up Policy

NDGC CIT Program Overview

NDGC CIT Workbook

NDGC Coaches Handbook

NDGC Coaches Code of Conduct

NDGC Child Safe Complaints Handling Policy

NDGC Incident Report Form

NDGC Complaints Handling Policy 2021

NDGC Risk Management Policy

### GWA & GA Policies, Procedures and Documents

Gymnastics Australia Child Safeguarding Policy

Gymnastics Australia Codes of Behaviour

Gymnastics Australia Member Protection Policy

Gymnastics Western Australia Photography Policy

Gymnastics Western Australia Social Media Policy

Gymnastics Western Australia Photography Guidelines and Forms

Gymnastics Australia Gymsport Technical Regulations