



**KUNG FU WUSHU AUSTRALIA**  
The Peak Governing Body for Kung Fu Wushu in Australia

## **CHILD SAFETY POLICY**

**VERSION 2.1 MAY 2021**

### **SUMMARY**

Kung Fu Wushu Australia (KWA) has a zero-tolerance policy to child abuse and neglect in any form.

Kung Fu Wushu Australia is committed to safeguarding and promoting the welfare of children in Kung Fu Wushu by providing a safe and inclusive environment and by ensuring that everyone involved in Kung Fu Wushu is educated and informed of their responsibilities to protect and look after Children.

All Children have the right to feel safe and protected from all forms of abuse, harm, and neglect. Children have the right to take part in sport in a safe, positive, and enjoyable environment.

KWA aims to create and maintain an inclusive, child-safe environment that is understood, endorsed, implemented, and adhered to by everyone involved in Kung Fu Wushu.

This Policy is part of KWA's proactive and preventative approach to upholding its commitment to the safety, wellbeing, participation and empowerment of all children who access Kung Fu Wushu. This Policy seeks to ensure that everyone involved in Kung Fu Wushu is aware of rights and responsibilities in relation to children. This Policy sets out the standards of behaviour expected of those involved in Kung Fu Wushu, and the behaviours that are not acceptable ('Prohibited Conduct').

This Policy also imposes obligations on KWA and its Member Organisations in relation to Mandatory Reporting as well as to respond to allegations of Prohibited Conduct and to implement a commitment to child safety and child-safe practices, including recruitment and screening of staff and volunteers.

### **1. Definitions**

In this Policy the following words have the corresponding meaning:

**Abuse** means any type of abuse (including physical, emotional, psychological, sexual and inappropriate use of power) that has caused, is causing or is likely to cause harm to a person's

wellbeing, whether in person or as the result of a publication viewable by any other person by any means.<sup>1</sup>

**Australian Child Protection Legislation** means all State/Territory child protection legislation as amended from time to time, a summary of which is available <link to: “<https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>”>.

**Bullying** means a person or group of people repeatedly and intentionally using words or actions, or the inappropriate use of power, against someone or a group of people to cause distress and risk to their wellbeing.<sup>2</sup>

**Child or Children** means a child or young person, or two or more children or young persons, who is or are under the age of 18 years.

**Child Abuse** has the meaning given to it in Schedule 1, and includes the following as outlined in that Schedule:

- (a) Physical Abuse
- (b) Emotional or Psychological Abuse
- (c) Sexual Abuse
- (d) Neglect
- (e) Exposure to Family Violence.

**Child Safe Commitment** refers to Relevant Organisations' commitment to child safety in Kung Fu Wushu, as outlined in Annexure B.

**Child Safe Practices** refer to the child safety requirements and practices adopted and implemented by Relevant Organisations to help ensure the safety of children participating in Kung Fu Wushu activity as outlined in Annexure B.

**Grooming** refers to the process by which an adult establishes a trusting relationship with a child and those associated with the child's care and wellbeing, to create an environment in which abuse can occur.

**Harassment** means any type of behaviour towards a person that they do not want and that is offensive, abusive, belittling or threatening and is reasonably likely to cause harm to the person who is the subject of the harassment.<sup>3</sup>

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<sup>1</sup> Refer to Schedule 1 of the Participant Protection Policy for examples of behaviour that may constitute Abuse.

<sup>2</sup> Refer to Schedule 1 of the Participant Protection Policy for examples of behaviour that may constitute Bullying.

<sup>3</sup> Refer to Schedule 1 of the Participant Protection Policy for examples of behaviour that may constitute Harassment.

**Mandatory Reporting** means the legislative requirement for specific people or groups of people to report suspected cases of child abuse, a summary of which is available [link to: < https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect>](https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect).

**Misconduct with a child** means any behaviour involving a child that is objectively age inappropriate and/or places the child at risk of harm.

**Policy** means this Child Safety Policy including any schedules and annexures.

**Participant Protection Officer (PPO)** means the designated Participant Protection Officers of KWA or any affiliated Associations or organisations.

**PPP** means the relevant Participant Protection Policies (Member Protection Policy in some other sports) of KWA and all its affiliated Associations and other organisations.

**Prohibited Conduct** means conduct in breach of clause 4 of this Policy.

**Recruitment & Screening** means the child safety recruitment and screening requirements adopted and implemented by Relevant Organisations to help ensure the safety of children participating in Kung Fu Wushu, as outlined in Annexure C.

**Relevant Person** is a person who is:

- a member of KWA;
- a member of a State or Territory Association of KWA;
- a member of an organisation which is a member of a State/Territory Association of KWA, or
- a member of an Association or other organisation affiliated with KWA

**Relevant Organisation** means KWA, and all organisations which are affiliated with KWA and its member Associations, and other organisations.

**Sexual Misconduct** means<sup>4</sup>:

(a) **Sexual Harassment**, which is any unwanted or unwelcome sexual behaviour where a reasonable person would anticipate the possibility that the person being harassed would feel offended, humiliated, or intimidated; and

(b) **Sexual Offences**, which include any criminal offence involving sexual activity or actions of indecency.

**Unlawful Discrimination** includes:

(a) **Direct Discrimination**, when a person or group of people is treated less favourably than another person or group, because of a personal characteristic; and

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<sup>4</sup> Refer to Schedule 1 of the Participant Protection Policy for examples of behaviour that may constitute Sexual Misconduct

(b) **Indirect Discrimination**, when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share, where such personal characteristic is protected by applicable anti-discrimination legislation.<sup>5</sup>

**Victimisation** means subjecting a person, or threatening to subject a person, to any unfair treatment because the person has made, or intends to pursue their right to make, a complaint or lawful disclosure, including under applicable legislation or this Policy, or for supporting another person to take such action.<sup>6</sup>

**Vilification** means a public act, conduct or behaviour that incites hatred, serious contempt for, or revulsion or severe ridicule of, a person or group of people because of a particular characteristic they hold, as covered by applicable legislation, including their race or religion, or homosexuality, transgender or HIV/AIDS status.<sup>7</sup>

**WCC** means a 'Working with Children Check' (however named) under the applicable legislation of a state or territory, a summary of which is available [link to: < https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-b-state-and>](https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-b-state-and).

## **2. Jurisdiction**

### **2.1 Who this Policy applies to**

This Policy applies to:

- (a) Relevant Persons, and
- (b) Relevant Organisations.

### **2.2 When this Policy applies**

(a) All Relevant Persons and Relevant Organisations to which this Policy applies must comply with this Policy (at all times whilst they are a Relevant Person or Relevant Organisation), including:

- (i) in relation to any dealings they have with a child arising from the Relevant Person's, Relevant Organisation's or the child's, involvement in any capacity with Kung Fu Wushu.
- (ii) in relation to any dealings in relation to a child that they might have with a Relevant Organisation or their staff, contractors, and representatives;
- (iii) when dealing with a child or other Relevant Person or Relevant Organisation in their capacity as a Relevant Person or Relevant Organisation, and
- (iv) in relation to their Membership or standing as a Relevant Person or Relevant Organisation in general.

(b) The following is not within scope of this Policy:

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<sup>5</sup> Refer to Schedule 1 of the Participant Protection Policy for examples of behaviour that may constitute Unlawful Discrimination.

<sup>6</sup> Refer to Schedule 1 of the Participant Protection Policy for examples of behaviour that may constitute Victimisation.

<sup>7</sup> Refer to Schedule 1 of the Participant Protection Policy for examples of behaviour that may constitute Vilification.

- (i) interactions involving a Relevant Person and a child where there is no direct or indirect link to Kung Fu Wushu or relevant Organisation.<sup>8</sup>

### **3. Requirements of Relevant Persons and Organisations**

#### **3.1 Requirements of Relevant Persons**

Relevant Persons must always:

- (a) comply with the requirements of Responding to Child Abuse Allegations in Annexure A;
- (b) comply with the Child Safe Practices as set out in Annexure B;
- (c) report any concerns or allegations of Prohibited Conduct involving any Relevant Person or Relevant Organisation;
- (d) provide true and accurate information during Recruitment & Screening;
- (e) comply with all obligations that they are subject to under the Australian Child Protection Legislation; and
- (f) comply with all legislative obligations that they are subject to in relation to Mandatory Reporting<sup>9</sup> or a WWCC<sup>10</sup>.

#### **3.2 Requirements of Relevant Organisations**

Relevant Organisations must:

- (a) adopt, implement, and comply with the:
  - (i) Child Safe Commitment;
  - (ii) Child Safe Practices; and
  - (iii) Recruitment & Screening, including reviewing and amending those requirements from time to time;
- (b) comply with the 'Responding to Child Abuse Allegations' in Annexure A;
- (c) use best efforts to assist Relevant Persons to fulfil their responsibilities under this Policy;
- (d) recognise any Sanction imposed under this Policy; and
- (e) take all necessary steps to:
  - (i) enforce any Sanction imposed under this Policy and the Complaints Management Procedures, and
  - (ii) procure compliance with the 'Responding to Child Abuse Allegations' in Annexure A.

### **4. Prohibited Conduct**

#### **4.1 Prohibited Conduct**

A Relevant Person or Relevant Organisation commits a breach of this Policy when:

- (a) they, either alone or in conjunction with another or others, engage in any of the following conduct against, or in relation to, a child or children in the circumstances outlined in clause 2.2:
  - (i) Child Abuse;

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<sup>8</sup> Such as pre-existing personal or family relationships.

<sup>9</sup> Child Family Community Australia Mandatory Reporting of Child Abuse & Neglect Resource Sheet [link to: < https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect>](https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect).

<sup>10</sup> Child Family Community Australia Working with Children Checks & Police Checks Resource Sheet [link to: < https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-b-state-and>](https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-b-state-and)

- (ii) Grooming;
  - (iii) Misconduct with a child;
  - (iv) requesting or inferring that the child keep any communication secret from their parents, guardian, carer, or other Relevant Person such as a coach or administrator, or Relevant Organisation;
  - (v) supplying alcohol, drugs (including tobacco) or medicines, except with the consent of the parent, guardian, or carer of the child and under a valid prescription for that child and at the prescribed dosage; or
  - (vi) any act that would constitute Prohibited Conduct under the Participant Protection Policy;
- (b) there is a breach of a requirement imposed under clause 3.1, or sub-clauses 3.2(a), 3.2(b) or 3.2(e)(ii);
  - (c) they are involved in or have knowledge of and do not report a breach of clauses 4.1(a) or 4.1(b); or
  - (d) they have engaged in an attempt to breach sub-clauses 4.1(a) (i), (ii), (iii), or (v)

## **5. Reporting**

- (a) Where an Alleged Breach requires Mandatory Reporting, under any Australian Child Protection Legislation:
  - (i) Relevant Organisations must comply with, and procure compliance with, the requirements of Responding to Child Abuse Allegations in Annexure A; and
  - (ii) no further action under the Complaints Management Procedures in relation to that Alleged Breach, except Provisional Action or Assessment, should occur unless/or until the obligations in (i) are complied with.

## SCHEDULE 1 CHILD ABUSE DEFINITIONS

Child abuse is mistreatment of a child that:

- causes, is causing or is likely to cause any detrimental effect so that a child's physical, psychological or emotional wellbeing, or
- does or is likely to, endanger that child's physical or emotional health, development or wellbeing,

whether through a

- single act, omission or circumstance, or
- series or combinations of acts, omissions or circumstances,

and includes:

1. **Physical abuse** occurs when a person subjects a child to application of physical force, which may cause injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes, but is not limited to:
  - a. Shoving, hitting, slapping, shaking, throwing, punching, biting, burning, kicking and
  - b. Harmful training methods or overtraining where there is the potential to result in damage to a child's physical development.
2. **Emotional or Psychological abuse** occurs when a child does not receive the love, affection or attention they need for healthy emotional, psychological and social development, or are exposed to violence/abuse against other children or adults. Such abuse may involve:
  - a. repeated rejection or threats to a child;
  - b. constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule, intentional exclusion;
  - c. bullying and Harassment;
  - d. harmful training methods or overtraining where there is the potential to result in damage to a child's physical, intellectual or emotional wellbeing and development.
3. **Sexual abuse** occurs when an adult, or a person in authority (ie older or younger but more physically or intellectually developed) involves a child in any sexual activity. A child cannot provide consent, therefore even if "consent" is given, it still falls within sexual abuse.

Perpetrators of sexual abuse take advantage of their power, authority or position over the child for their own benefit. It can include making sexual comments to a child, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child.

Sexual exploitation is a form of sexual abuse and occurs when children are forced into or involved in sexual activities that are then unlawfully recorded in some way, or recorded without the consent of one or more parties, or used to produce child sexual abuse material. Such material can be in the form of photographs or videos, where published or

circulated on the internet or social media. Encouraging a child to view pornographic videos, websites or images, or engaging a child to participate in sexual conversations over social media or otherwise is also considered sexual exploitation.

4. **Neglect** is the persistent failure or deliberate failure or denial to meet a child's basic needs. Child Neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention, or supervision to the extent that the child's health and development is or is likely to be harmed. Types of neglect include physical, medical, emotional and educational neglect, as well as abandonment.
5. **Exposure to Family Violence** is any abusive behaviour used by a person in a relationship to gain and maintain control over their partner or ex-partner. It can include a broad range of behaviour that causes fear and physical and/or psychological harm. If a child is living in a household where there have been incidents of domestic violence, then they may be at risk of serious physical and/or psychological harm.



## **ANNEXURE A: RESPONDING TO CHILD ABUSE ALLEGATIONS**

### **You must ACT**

As a person involved in Kung Fu Wushu, you play a crucial role in protecting children. You must follow the four actions set out below when responding to any Child Abuse allegations.

### **ACTION 1 – RESPONDING**

If a child is at risk of immediate harm you must ensure their safety by:

- calling 000 for medical and/or police assistance to respond to urgent health or safety concerns;
- administering first aid, if required;
- separating an at-risk child and others involved;
- identifying an appropriate contact person for any on-going liaison with the Police

If there is no immediate harm, go to Action 2 below/

### **ACTION 2 – REPORTING**

If you suspect, on reasonable grounds, that a child is at risk of being abused and/or neglected, you must report it to the Police and/or the relevant State/Territory child protection agency.

If the alleged Child Abuse is occurring in a relevant organisation, it must be documented in the Report Form in the Complaints Management Procedure.

You must also report internally to your Participant Protection Officer, who then needs to report to the Executive Committee and Board.

### **ACTION 3 – CONTACT**

You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/guardians, and who should lead this contact (ie Police, child protection agency or Relevant Organisation representative). This could include advice:

1. Not to contact the parents or guardians in circumstances where they are alleged to have engaged in the abuse;
2. To contact the parents/guardians and provide agreed information as soon as possible.

### **ACTION 4 – SUPPORT**

- Support should be provided to any child that has experienced abuse.
- It is important that the person providing support to the child does not attempt to provide support which is outside the scope of their role.

- Support should include maintaining a calm open manner when listening to any allegations and disclosures while avoiding seeking detailed information or asking leading questions.
- This information needs to be well documented and shared with the KWA Participant Protection Officer.
- Further support for the child, relevant adults and others involved may be required, including a referral to wellbeing or healthcare professionals.
- Advice must be sought from the relevant child protection agency in the jurisdiction.

## **ANNEXURE B: CHILD SAFE COMMITMENT AND PRACTICES**

### **1. CHILD SAFE COMMITMENT STATEMENT**

KWA is committed to ensuring the safety and wellbeing of all children that are involved in our sport. Our policies and procedures seek to address risks to child safety and to establish child safe culture and practices.

#### **1.1 We are committed to keeping children safe**

- (a) Through our Child Safety Policy, we document our clear commitment to keeping children safe from abuse and neglect.
- (b) We communicate our commitment to all our staff and volunteers and give them access to a copy of our policy and commitment statement.

#### **1.2 We promote equity and respect diversity**

- (a) We actively anticipate children's diverse circumstances and respond effectively to those with additional vulnerabilities.
- (b) We give all children access to information, support, and complaints management procedures.
- (c) We consider the particular needs of all children.

#### **1.3 Our staff and volunteers know the behaviour we expect**

- (a) We ensure that each person involved in our delivery of services to children understands their role and the behaviour we expect in relation to keeping children safe from abuse and neglect through our application of our Child Safe Practices.
- (b) We utilise clear position descriptions which clearly state relevant child safe requirements.
- (c) We have Child Safe Practices which are approved and endorsed by the KWA Board, and which outline our expectations of behaviour towards children.
- (d) Our staff and volunteers are provided with a copy of, and have access to the Child Safe Practices.
- (e) Our staff and volunteers indicate in writing that they have read and are committed to the Child Safe Practices.

#### **1.4 We minimise the likelihood of recruiting a person who is unsuitable**

- (a) We have appropriate measures in place to minimise the of our recruiting staff or volunteers who are unsuitable to work/volunteer with children.
- (b) We will meet the requirements of the relevant State/Territory working with children check laws.

#### **1.5 Induction and training are part of our commitment**

- (a) We will provide all new staff, volunteers and participants with information about our commitment to Child Safety including our Child Safety Policy, Child Safe Practices and Responding to Child Abuse Allegations.
- (b) We support ongoing education and training for our staff and volunteers to ensure child safety information is provided and updated as required.
- (c) We ensure that our staff and volunteers have up-to-date information relevant to specific legislation applying in the State/Territory where they are based, or to where they may travel as part of their duties.

#### **1.6 We encourage the involvement of children and their parents**

- (a) We involve and communicate with children and their families in developing a safe, inclusive and supportive environment. We will provide information to children and their carers (such as brochures, posters, handbooks, guidelines and electronic documentation) about:
  - i. our commitment to keeping children safe and communicating their rights;
  - ii. the behaviour we expect of our staff, our volunteers and themselves, and
  - iii. our policy about responding to child abuse.
- (b) We have processes for encouraging two-way communication with children and families.
- (c) We seek their feedback and have a process for responding.
- (d) We respect diversity and seek to facilitate effective communication and involvement.

**1.7 Our staff and volunteers understand their responsibility for reporting child abuse**

- (a) Our policy for responding to child abuse is approved and endorsed by the KWA Board and applies to all our staff and volunteers. Staff and volunteers must:
  - i. immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
  - ii. meet any legislated mandatory or other jurisdictional reporting requirements, and
  - iii. follow the specified process when reporting abuse or neglect.
- (b) Our staff and volunteers are given a copy of and have access to the Complaint Management Procedures and understand the implications of the document for their role.
- (c) We document any allegation, disclosure or concern regarding child abuse and monitor responses to all allegations, disclosures or concerns.

**1.8 We maintain and improve our policies and practices**

- (a) We are committed to maintaining and improving our policies, procedures and practices to keep children safe from neglect and abuse.
- (b) We have assigned responsibility for regularly maintaining and improving our policies and procedures to our Government Liaison Officer (as at May 2021, [secretary@kungfuwushuaustralia.com](mailto:secretary@kungfuwushuaustralia.com) ).
- (c) We monitor our staff, volunteers and external providers to ensure appropriate practice, behaviour and policies are followed. We require our staff and volunteers to disclose convictions or charges affecting their ability to work with children. We review WWCC checks regularly.
- (d) We have formally reviewed our Risk Management Strategy to identify and document potential risks to children.

**2 CHILD SAFE PRACTICES**

- KWA is committed to safeguarding everyone involved in our organisation including children in our care, ensuring that they feel and are safe. KWA's Child Safe Practices have been developed to identify and prevent behaviour which may be harmful to the children of our sport.
- A breach of the Child Safe Practices is a breach of the Child Safety Policy and will be managed through the Complaints Management Procedures.

- There may be exceptional circumstances where aspects of the Child Safe Practices do not apply: for example, in an emergency it may be appropriate to physically restrain a child. However it is crucial that, wherever possible, authorisation is sought and gained prior to taking action that does not comply with these standards, or that you notify a Relevant Organisation as soon as possible after any incident where these standards are not complied with.

## 2.1 Sexual misconduct

- (a) Under no circumstances is any form of “sexual behaviour” to occur between, with, or in the presence of children.
- (b) “Sexual behaviour” needs to be interpreted widely, in order to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including, but not limited to:
  - i. “Contact behaviour” such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution;
    - I. Excluding appropriate contact between family members.
  - ii. “Non-contact behaviour” such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

## 2.2 Professional boundaries

- (a) Relevant Persons must act within the scope of their roles (as specified in their position description or contract) when working with children who are involved with or have been involved with our sport. They must not:
  - i. provide any form of support to a child or their family unrelated to the scope of their role (eg financial assistance, babysitting, provide accommodation);
  - ii. use personal phone, camera or video camera to take images of children under their care;
  - iii. exhibit any type of favouritism towards a child;
  - iv. transport children unless specifically approved
  - v. give gifts/presents to children other than the provision of official awards;
  - vi. engage in any open discussions of a mature or adult nature in the presence of children;
  - vii. discriminate against any child, including on the basis of gender identity, culture, race or disability;
  - viii. have one on one contact with a child outside authorised sport activities (this includes direct, in-person contact, as well as indirect contact such as phone or online);
- (b) If Relevant Persons become aware of a situation in which a child 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:
  - i. Refer the matter to an appropriate support agency;
  - ii. Refer the child to an appropriate support agency;
  - iii. Contact the child’s parent or guardian;
  - iv. Seek advice from a Relevant Organisation.

## 2.3 Language and tone of voice

Language and tone of voice used in the presence of children should:

- (a) Provide clear direction, boost their confidence, encourage or affirm them;

- (b) Not be harmful to children. In this respect, avoid language that is
  - i. discriminatory, racist or sexist;
  - ii. derogatory, belittling or negative (for example calling a child a “loser” or telling them they are “too fat”);
  - iii. intended to threaten or frighten, or
  - iv. profane or sexual.

#### **2.4 Positive guidance (Discipline)**

- (a) children participating in our sport 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:
  - i. an effective and positive environment, and
  - ii. the safety and/or wellbeing of children, 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 involved.
- (d) Children need to be provided with clear directions and given an opportunity to redirect their misbehaviour 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 or cruel, frightening or humiliating.

#### **2.5 Supervision**

- (a) Children participating in our sport programmes and services must always be supervised. Supervision must be constant, active and diligent, and requires Relevant Persons to always be in a position to observe each child, respond to individual needs, and immediately intervene if necessary.
- (b) One-on-one unsupervised situations with children should be avoided. However, some services and programmes may involve such circumstances (eg medicine and physical therapy) and in these cases, these situations will need to be identified and recorded by the Relevant Organisation.
- (c) All steps to avoid one-on-one unsupervised contact with a child should be taken – for example contacting a parent or guardian while more than one other adult is present, to request the presence of that parent/guardian. Any incident of one-on-one unsupervised contact should be recorded as an event by the Relevant Organisation within 24 hours of the incident.

#### **2.5 Use of electronic or online communications**

- (a) For any electronic or online communication with children in our sport we adopt a two-deep model: ie copy in the organisation and a parent or guardian in all communication.
- (b) When communicating with children, relevant Organisations and Relevant Persons must ensure content is:
  - i. directly associated with delivering our services, such as advising that a scheduled event is cancelled;
  - ii. concise, with personal or social content limited, to only convey the message in a polite and friendly manner;
  - iii. devoid of and sexual behaviour, and

- iv. not promoting unauthorised social activity or contact.

## **2.6 Photographs of children**

- (a) Children are to be photographed and/or videoed in our sport only if:
  - i. the child's parent or guardian has provided prior written approval for the photographs to be taken or for the video footage to be captured;
  - ii. the context is directly relevant to participation in our sport;
  - iii. the child is appropriately dressed and posed, and
  - iv. the image is taken in the presence of other personnel.
- (b) Relevant Organisations and Relevant Persons must not distribute images or videos (including as an attachment to an email) to anyone outside our sport organisation other than the child photographed or their parent, or guardian, without organisational knowledge and approval.
- (c) Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others and will be destroyed or deleted as soon as they are no longer required.
- (d) Images are not to be exhibited online or in publications without parental knowledge and approval (through a signed consent form), or such images must be presented in a manner which de-identifies the child. Any caption or accompanying text may need to be checked so that it does not identify a child if such identification is potentially detrimental.

## **2.8 Physical contact with children**

- (a) Any physical contact with children must be appropriate to the delivery of our sport programmes or services and based on the needs of the child, such as assisting with the use of equipment, technique, treatment by a health practitioner or administering 1<sup>st</sup> Aid.
- (b) Under no circumstances should Relevant Persons have contact with children participating in our services or programmes, which
  - i. involves touching of genitals, buttocks or breast area other than as part of delivering medical or allied health services;
  - ii. would appear to a reasonable observer to have a sexual connotation;
  - iii. is intended to cause pain or distress to the child (ie corporal punishment);
  - iv. is overly physical (eg horseplay, tickling or "roughhousing");
  - v. is unnecessary (eg assisting with toileting when a child does not need assistance), or
  - vi. is initiated against the wishes of the child, except if such contact may be necessary to prevent injury to the child or to others, in which case
    - 1. physical restraint should be a last resort;
    - 2. the level of force used must be appropriate to the circumstances, and aimed solely at restraining the child to prevent harm to themselves or others, and
    - 3. 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 that is sexualised and/or inappropriate, including acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the child, Relevant Persons, and any other participants.

## **2.9 Overnight stays and sleeping arrangements**

- (a) Overnight stays involving children are to occur with the Relevant Organisation's approval and consent of the parents or guardians of the children involved.
- (b) Written (including electronic) approval must be obtained prior to the overnight stay.
- (c) Practices and behaviour by Relevant Persons involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport at all other times.
- (d) Standards of conduct that must be observed by Relevant Organisations and Relevant Persons involved during an overnight stay include:
  - i. children are provided with privacy when bathing, toileting and dressing;
  - ii. appropriate dress standards are observed when children are present – such as no exposure to adult nudity;
  - iii. children will not be exposed to pornographic material, for example through movies, television, the internet or magazines;
  - iv. children will not be left under the supervision or protection of unauthorised persons such as accommodation staff, or peers;
  - v. sleeping arrangements will not compromise the safety of children such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a child, and
  - vi. children have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable or distressed during the stay.

#### **2.10 Change room arrangements**

- (a) Children should be supervised in change rooms whilst ensuring their right to privacy.
- (b) A minimum of two Relevant Persons of the same gender as the group should always be present.
- (c) Relevant Persons should not shower or change at the same time as supervising groups of children.
- (d) Relevant Persons must avoid one-on-one situations with a child in a change room area.
- (e) 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's privacy.
- (f) Phone, cameras and recording devices are not to be used in changing rooms and particularly whilst children are getting dressed.

#### **2.11 Use of, possession, or supply of alcohol or drugs**

Relevant Persons, whilst responsible for the care of children, must not:

- (a) use, possess or be under the influence of an illicit drug;
- (b) use or be under the influence of alcohol;
- (c) be incapacitated by any other legal drugs such as prescription drugs or over-the-counter drugs;
- (d) supply alcohol or drugs (including tobacco);
- (e) supply medicines, except with the consent of the parent, guardian or carer of the child and under a valid prescription for that child and at the prescribed dosage.

#### **2.12 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's involvement in Kung Fu Wushu;
- (b) Conduct all training sessions in open locations and allow parents/guardians to watch their children during training;
- (c) Make parents/guardians aware of the standard of behaviour required when watching their child during training. Parents/guardians displaying inappropriate conduct may be asked to leave but may not be denied access for an undetermined amount of time.

### **2.13 Transporting children**

- (a) Children are only to be transported in circumstances that are directly related to the delivery of our sport's programmes and services.
- (b) Other than in an emergency it is not acceptable for Relevant Persons to transport children without prior written approval from their parent or guardian. Gaining approval involves providing information about the proposed journey, including the:
  - i. form of transport to be used;
  - ii. reason for the journey
  - iii. route to be followed, including any stops or side trips, and
  - iv. details of anyone who will be present during the journey.
- (c) When transporting children, the Relevant Person must drive responsibly, not be impaired by alcohol or any other substances, have an unrestricted driver's licence, and to the extent possible not be alone in the vehicle with a child.
- (d) Children may only be transported in a vehicle when the manufacturer-stated capacity is adhered to, and seatbelts and child restraints must be used and meet the Australian Standards (AS/NZS17854).

### **2.14 Drop off and pick up children**

Relevant Organisations must

- (a) ensure children and their parents or guardians know the time and location of training and matches, including start and finish times;
- (b) Arrive before scheduled practice or game times to ensure that children are not left unattended;
- (c) Have an accessible register of parent and guardian emergency contact numbers and an operational phone;
- (d) Ensure they are aware of alternative pick-up arrangements for children and that the parent or guardian has provided consent;
- (e) Ensure that if a parent or guardian is late, they make reasonable attempts to contact them. It is not the responsibility of relevant Persons to transport children home if their parent or guardian is late for pick-up, and
- (f) Not leave the training or match until all children have been collected by their parents and guardians.