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Australian Government
Sport Integrity Australia



SPORT INTEGRITY
AUSTRALIA



NATIONAL INTEGRITY FRAMEWORK

Kung Fu Wushu Australia

Safeguarding Children and Young People Policy

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1. Policy Intent

Kung Fu Wushu has a zero-tolerance policy to harm, abuse and/or neglect of a Child/Young Person in any form.

All Children/Young People have the right to feel safe and protected from all forms of abuse, harm, and neglect. Children/Young People have the right to take part in sport in a safe, positive, and enjoyable environment. Kung Fu Wushu Australia (KWA) is committed to safeguarding and promoting the welfare of Children/Young People in Kung Fu Wushu by providing a safe and inclusive environment and by ensuring that everyone involved in Kung Fu Wushu is aware of their rights and responsibilities in relation to Children/Young People.

If you have reason to believe that a Child/Young Person is at immediate risk of harm, you must follow the procedures set out in Annexure A: Responding to Abuse and Harm to Children and Young People and report to the appropriate law enforcement and/or child protection agency.

This Policy is separated into two sections.

- The main body of the Policy, including Annexure B: Child/Young Person Safe Practices, sets out behaviours that will constitute Prohibited Conduct in Kung Fu Wushu, and which may be subject to sanctions under the Complaints, Disputes and Discipline Policy ('Prohibited Conduct').
- Annexure C: Child/Young Person Safe Commitment Statement

KWA is committed to ensuring the safety and wellbeing of all Children/Young People 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. We will keep Children/Young People safe

- (a) Through our Safeguarding Children and Young People Policy, we document our clear commitment to keeping Children/Young People safe from harm, risk of harm, abuse and neglect.
- (b) We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.

2. We promote inclusion, respect and diversity

- (a) We consider the needs of all Children/Young People. We use inclusive program design to support them to participate safely in our sport, particularly Children/Young People with increased vulnerabilities, such as:
 - i. Aboriginal and/or Torres Strait Islander Children/Young People;
 - ii. Children/Young People from culturally and linguistically diverse backgrounds;
 - iii. Children/Young People with disability;
 - iv. Children/Young People living in out of home care,
 - v. Children/Young People with diverse genders and/or sexualities.
- (b) We recognise the rights of lesbian, gay, bisexual, transgender and intersex Children/Young People to be recognised for their gender identity, sexual orientation or intersex status, and to feel safe and respected when participating in our sport.

3. We create a culturally safe sporting environment

- (a) We uphold the rights of Aboriginal and Torres Strait Islander Children/Young People to:
 - i. identify as Aboriginal and/or Torres Strait Islander with pride and without fear of retribution or questioning;
 - ii. to express their Culture as they deem appropriate;
 - iii. receive an education that strengthens their Culture and identity;
 - iv. maintain connection to their land and Country;
 - v. maintain their strong kinship ties and social obligations;
 - vi. be taught their cultural heritage by their Elders and community;
 - vii. receive information in a culturally sensitive, relevant and accessible manner; and
 - viii. be involved in services that are culturally respectful.
- (b) We will take action to grow inclusiveness for all cultural identities and to establish equitable, respectful and empowering engagement with culturally and linguistically diverse communities.

4. Our staff and volunteers know the behaviour we expect

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

5. We minimise the likelihood of appointing or accrediting a person who is unsuitable

- (a) We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work/volunteer with Children/Young People.
- (b) We will meet the requirements of the relevant state or territory Working with Children Check regulations.

6. 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/Young Person Safety including our Safeguarding Children and Young People Policy, Child/Young Person Safe Practices and Responding to Child Abuse Allegations.
- (b) We support ongoing education and training for our staff and volunteers to ensure Child/Young Person 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 or territory they are based in or where they may travel to as a part of their duties.

7. We encourage the involvement of Children/Young People and their parents

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

8. 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;
 - iii. follow a specified process when reporting abuse or neglect.
- (b) Our staff and volunteers are given a copy of and have access to the Complaints, Disputes and Discipline Policy and understand the implications of the policy for their role.
- (c) We document any allegation, disclosure or concern regarding Child Abuse and take action and monitor responses to all allegations, disclosures, or concerns.

9. We maintain and improve our policies and practices

- (a) We are committed to maintaining and improving our policies, procedures, and practices to keep Children/Young People safe from neglect and abuse.

- (b) We have assigned responsibility for regularly maintaining and improving our policies and procedures to (insert name or person or group).
- (c) We monitor our staff, volunteers, and external providers and take action to ensure appropriate practice, behaviour and policies are followed.
- (d) We require our staff and volunteers to disclose guilty findings or charges affecting their suitability to work with Children/Young People. We review police record and WWCC checks regularly.
- (e) We have formally reviewed our service delivery to identify and document potential risks to Children/Young People.
- (f) We undertake formal reviews, at least annually, to identify and document potential risks to Children/Young People associated with our service delivery.

- **Annexure D: Best Practice Guidance** and D provide additional information regarding measures that KWA will take to protect Children/Young People participating in Kung Fu Wushu. Failing to comply with the additional measures set out in Annexure C: **Child/Young Person Safe Commitment Statement**

KWA is committed to ensuring the safety and wellbeing of all Children/Young People 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.

10. We will keep Children/Young People safe

- (c) Through our Safeguarding Children and Young People Policy, we document our clear commitment to keeping Children/Young People safe from harm, risk of harm, abuse and neglect.
- (d) We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.

11. We promote inclusion, respect and diversity

- (c) We consider the needs of all Children/Young People. We use inclusive program design to support them to participate safely in our sport, particularly Children/Young People with increased vulnerabilities, such as:
 - iv. Aboriginal and/or Torres Strait Islander Children/Young People;
 - v. Children/Young People from culturally and linguistically diverse backgrounds;
 - vi. Children/Young People with disability;
 - vii. Children/Young People living in out of home care,
 - viii. Children/Young People with diverse genders and/or sexualities.
- (d) We recognise the rights of lesbian, gay, bisexual, transgender and intersex Children/Young People to be recognised for their gender identity, sexual orientation or intersex status, and to feel safe and respected when participating in our sport.

12. We create a culturally safe sporting environment

- (c) We uphold the rights of Aboriginal and Torres Strait Islander Children/Young People to:
 - ix. identify as Aboriginal and/or Torres Strait Islander with pride and without fear of retribution or questioning;
 - x. to express their Culture as they deem appropriate;
 - xi. receive an education that strengthens their Culture and identity;
 - xii. maintain connection to their land and Country;
 - xiii. maintain their strong kinship ties and social obligations;
 - xiv. be taught their cultural heritage by their Elders and community;
 - xv. receive information in a culturally sensitive, relevant and accessible manner; and
 - xvi. be involved in services that are culturally respectful.
- (d) We will take action to grow inclusiveness for all cultural identities and to establish equitable, respectful and empowering engagement with culturally and linguistically diverse communities.

13. Our staff and volunteers know the behaviour we expect

- (f) We ensure that each person involved in our delivery of services to Children/Young People understands their role and the behaviour we expect in relation to keeping Children/Young People safe from abuse and neglect through application of our Child/Young Person Safe Practices.
- (g) We utilise clear position descriptions which clearly state relevant Child/Young Person safe requirements.
- (h) We have Child/Young Person Safe Practices, which are approved and endorsed by the KWA Board and outlines our expectations for behaviour towards Children/Young People.
- (i) Our staff and volunteers are given a copy of and have access to the Child/Young Person Safe Practices.
- (j) Our staff and volunteers indicate, in writing, that they have read and are committed to the Child/Young Person Safe Practices.

14. We minimise the likelihood of appointing or accrediting a person who is unsuitable

- (c) We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work/volunteer with Children/Young People.
- (d) We will meet the requirements of the relevant state or territory Working with Children Check regulations.

15. Induction and training are part of our commitment

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

16. We encourage the involvement of Children/Young People and their parents

- (f) We involve and communicate with Children/Young People and their families in developing a safe, inclusive, and supportive environment. We will provide information to Children/Young People and their parents/carers (such as brochures, posters, handbooks, guidelines) about:
 - xvii. our commitment to keeping Children/Young People safe and communicating their rights;
 - xviii. the behaviour we expect of our staff and volunteers and of themselves;
 - xix. our policy about responding to Child Abuse.
- (g) We have processes for two-way communication with Children/Young People and families.
- (h) We seek feedback from Children/Young People and have a process for responding.
- (i) We empower Children and Young People.
- (j) We respect diversity and seek to facilitate effective communication with, and empowerment and involvement of Children/Young People.

17. Our staff and volunteers understand their responsibility for reporting Child Abuse

- (d) 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:
 - xx. immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
 - xxi. meet any legislated mandatory or other jurisdictional reporting requirements;
 - xxii. follow a specified process when reporting abuse or neglect.
- (e) Our staff and volunteers are given a copy of and have access to the Complaints, Disputes and Discipline Policy and understand the implications of the policy for their role.
- (f) We document any allegation, disclosure or concern regarding Child Abuse and take action and monitor responses to all allegations, disclosures, or concerns.

18. We maintain and improve our policies and practices

- (g) We are committed to maintaining and improving our policies, procedures, and practices to keep Children/Young People safe from neglect and abuse.
- (h) We have assigned responsibility for regularly maintaining and improving our policies and procedures to (insert name or person or group).
- (i) We monitor our staff, volunteers, and external providers and take action to ensure appropriate practice, behaviour and policies are followed.
- (j) We require our staff and volunteers to disclose guilty findings or charges affecting their suitability to work with Children/Young People. We review police record and WWCC checks regularly.
- (k) We have formally reviewed our service delivery to identify and document potential risks to Children/Young People.
- (l) We undertake formal reviews, at least annually, to identify and document potential risks to Children/Young People associated with our service delivery.

- **Annexure D: Best Practice Guidance** and D will not be considered Prohibited Conduct under this Policy, but compliance may be required under state or territory requirements.

To provide a Child/Young Person-safe environment, Relevant Organisations:

- must comply with the 'Responding to Child Abuse Allegations' in 0 to the extent required by any applicable state/territory law;
- must understand and comply with relevant Child/Young Person safety standards within their respective jurisdiction;
- should adopt and implement a Child/Young Person safe commitment statement (see KWAs Child/Young Person Safe Commitment Statement as provided at Annexure C: **Child/Young Person Safe Commitment Statement**)

KWA is committed to ensuring the safety and wellbeing of all Children/Young People 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.

19. We will keep Children/Young People safe

- (e) Through our Safeguarding Children and Young People Policy, we document our clear commitment to keeping Children/Young People safe from harm, risk of harm, abuse and neglect.
- (f) We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.

20. We promote inclusion, respect and diversity

- (e) We consider the needs of all Children/Young People. We use inclusive program design to support them to participate safely in our sport, particularly Children/Young People with increased vulnerabilities, such as:
 - xxiii. Aboriginal and/or Torres Strait Islander Children/Young People;
 - xxiv. Children/Young People from culturally and linguistically diverse backgrounds;
 - xxv. Children/Young People with disability;
 - xxvi. Children/Young People living in out of home care,
 - xxvii. Children/Young People with diverse genders and/or sexualities.
- (f) We recognise the rights of lesbian, gay, bisexual, transgender and intersex Children/Young People to be recognised for their gender identity, sexual orientation or intersex status, and to feel safe and respected when participating in our sport.

21. We create a culturally safe sporting environment

- (e) We uphold the rights of Aboriginal and Torres Strait Islander Children/Young People to:
 - xxviii. identify as Aboriginal and/or Torres Strait Islander with pride and without fear of retribution or questioning;
 - xxix. to express their Culture as they deem appropriate;
 - xxx. receive an education that strengthens their Culture and identity;
 - xxxi. maintain connection to their land and Country;
 - xxxii. maintain their strong kinship ties and social obligations;
 - xxxiii. be taught their cultural heritage by their Elders and community;
 - xxxiv. receive information in a culturally sensitive, relevant and accessible manner; and
 - xxxv. be involved in services that are culturally respectful.
- (f) We will take action to grow inclusiveness for all cultural identities and to establish equitable, respectful and empowering engagement with culturally and linguistically diverse communities.

22. Our staff and volunteers know the behaviour we expect

- (k) We ensure that each person involved in our delivery of services to Children/Young People understands their role and the behaviour we expect in relation to keeping Children/Young People safe from abuse and neglect through application of our Child/Young Person Safe Practices.
- (l) We utilise clear position descriptions which clearly state relevant Child/Young Person safe requirements.

- (m) We have Child/Young Person Safe Practices, which are approved and endorsed by the KWA Board and outlines our expectations for behaviour towards Children/Young People.
- (n) Our staff and volunteers are given a copy of and have access to the Child/Young Person Safe Practices.
- (o) Our staff and volunteers indicate, in writing, that they have read and are committed to the Child/Young Person Safe Practices.

23. We minimise the likelihood of appointing or accrediting a person who is unsuitable

- (e) We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work/volunteer with Children/Young People.
- (f) We will meet the requirements of the relevant state or territory Working with Children Check regulations.

24. Induction and training are part of our commitment

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

25. We encourage the involvement of Children/Young People and their parents

- (k) We involve and communicate with Children/Young People and their families in developing a safe, inclusive, and supportive environment. We will provide information to Children/Young People and their parents/carers (such as brochures, posters, handbooks, guidelines) about:
 - xxxvi. our commitment to keeping Children/Young People safe and communicating their rights;
 - xxxvii. the behaviour we expect of our staff and volunteers and of themselves;
 - xxxviii. our policy about responding to Child Abuse.
- (l) We have processes for two-way communication with Children/Young People and families.
- (m) We seek feedback from Children/Young People and have a process for responding.
- (n) We empower Children and Young People.
- (o) We respect diversity and seek to facilitate effective communication with, and empowerment and involvement of Children/Young People.

26. Our staff and volunteers understand their responsibility for reporting Child Abuse

- (g) 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:
 - xxxix. immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
 - xl. meet any legislated mandatory or other jurisdictional reporting requirements;
 - xli. follow a specified process when reporting abuse or neglect.
- (h) Our staff and volunteers are given a copy of and have access to the Complaints, Disputes and Discipline Policy and understand the implications of the policy for their role.
- (i) We document any allegation, disclosure or concern regarding Child Abuse and take action and monitor responses to all allegations, disclosures, or concerns.

27. We maintain and improve our policies and practices

- (m) We are committed to maintaining and improving our policies, procedures, and practices to keep Children/Young People safe from neglect and abuse.
- (n) We have assigned responsibility for regularly maintaining and improving our policies and procedures to (insert name or person or group).
- (o) We monitor our staff, volunteers, and external providers and take action to ensure appropriate practice, behaviour and policies are followed.

- (p) We require our staff and volunteers to disclose guilty findings or charges affecting their suitability to work with Children/Young People. We review police record and WWCC checks regularly.
- (q) We have formally reviewed our service delivery to identify and document potential risks to Children/Young People.
- (r) We undertake formal reviews, at least annually, to identify and document potential risks to Children/Young People associated with our service delivery.

- Annexure D: Best Practice Guidance);
- should adopt and implement appropriate recruitment, screening and training requirements for employees and volunteers working in Child-related positions (see KWA's Qualifications and Screening Requirements at Appendix 1: **Qualifications and Screening** to Annexure D); and
- should use best efforts to assist Relevant Persons to fulfil their responsibilities under this Policy.

In addition to complying with the requirements of this Policy, Relevant Persons should:

- comply with all obligations that they are subject to under relevant state/territory Child Protection Legislation;
- comply with all legislative obligations that they are subject to in relation to reporting of suspected Child Abuse or holding a WWCC¹;
- report any concerns or allegations of Prohibited Conduct involving any Relevant Person or Relevant Organisation; and
- provide true and accurate information during recruitment and screening processes.

Relevant Persons and Relevant Organisations should familiarise themselves with their state/territory reporting requirements. Failure to comply with these requirements could result in criminal proceedings and/or further action.

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/Young People who access Kung Fu Wushu

2. Definitions

In this Policy, the following words have the corresponding meaning:

Activity means a sporting contest, match, competition, event, or activity (including training), whether on a one-off basis or as part of a series, league, or competition, which is sanctioned or organised by a Relevant Organisation.

Adult means a person aged 18 years or over.

Approved Person means a family member such as mother, father, sister, brother, grandparent, aunt, uncle or cousin, a guardian, carer, or a person who has been approved by the parent/carer and has an established relationship with the Child/Young Person and/or their family.

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, whether in-person or online.

Child/Young Person means a person who is under the age of 18 years.

Child Abuse means;

- (a) **Physical Abuse** is when a person subjects a Child/Young Person 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/Young Person. Physically abusive behaviour includes, but is not limited to:
 - i. shoving, hitting, slapping, shaking, throwing, punching, biting, burning, kicking; and
 - ii. harmful training methods or overtraining where there is the potential to result in damage to a Child/Young Person's physical development.
- (b) **Emotional Abuse** occurs when a Child/Young Person 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/Young People or Adults. Such abuse may involve:
 - i. repeated rejection or threats to a Child/Young Person (either in-person or online);

¹ Child Family Community Australia Working with Children Checks & Police Checks Resource Sheet [website](#).

- ii. constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule, intentional exclusion, continual coldness, and rejection (either in-person or online);
 - iii. Bullying and Harassment (either in-person or online);
 - iv. threats to physically harm or hurt a Child/Young Person (either in-person or online); and
 - v. harmful training methods or overtraining where there is the potential to result in damage to a Child/Young Person's physical, intellectual, or emotional wellbeing and development.
- (c) **Sexual Abuse** occurs when an Adult, or a person in authority (i.e., older, or younger but more physically or intellectually developed) involves a Child/Young Person in any sexual activity.

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

- (d) **Neglect** is the persistent failure or deliberate failure or denial to meet a Child/Young Person's basic needs. Neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention, or supervision to the extent that the Child/Young Person's health and development is or is likely to be harmed. Types of Neglect include physical, medical, emotional, educational neglect and abandonment.
- (e) **Exposure to Family and Domestic Violence** refers to abusive behaviour in any personal relationship that allows one person to intimidate, or to gain power and control over the other. This is often thought of to occur between married spouses or in other intimate relationships, but actually refers to any family relationship, or persons living in the same home.

Child Protection Legislation means all state/territory Child/Young Person protection legislation as amended from time to time, a summary of which is available [here](#).

Child/Young Person Safe Commitment means a Relevant Organisations' commitment to Child/Young Person safety in Kung Fu Wushu, which is provided at Annexure C: **Child/Young Person Safe Commitment Statement**

KWA is committed to ensuring the safety and wellbeing of all Children/Young People 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.

28. We will keep Children/Young People safe

- (g) Through our Safeguarding Children and Young People Policy, we document our clear commitment to keeping Children/Young People safe from harm, risk of harm, abuse and neglect.
- (h) We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.

29. We promote inclusion, respect and diversity

- (g) We consider the needs of all Children/Young People. We use inclusive program design to support them to participate safely in our sport, particularly Children/Young People with increased vulnerabilities, such as:
 - i. Aboriginal and/or Torres Strait Islander Children/Young People;
 - ii. Children/Young People from culturally and linguistically diverse backgrounds;
 - iii. Children/Young People with disability;
 - iv. Children/Young People living in out of home care,
 - v. Children/Young People with diverse genders and/or sexualities.
- (h) We recognise the rights of lesbian, gay, bisexual, transgender and intersex Children/Young People to be recognised for their gender identity, sexual orientation or intersex status, and to feel safe and respected when participating in our sport.

30. We create a culturally safe sporting environment

- (g) We uphold the rights of Aboriginal and Torres Strait Islander Children/Young People to:
 - vi. identify as Aboriginal and/or Torres Strait Islander with pride and without fear of retribution or questioning;
 - vii. to express their Culture as they deem appropriate;

- viii. receive an education that strengthens their Culture and identity;
- ix. maintain connection to their land and Country;
- x. maintain their strong kinship ties and social obligations;
- xi. be taught their cultural heritage by their Elders and community;
- xii. receive information in a culturally sensitive, relevant and accessible manner; and
- xiii. be involved in services that are culturally respectful.

- (h) We will take action to grow inclusiveness for all cultural identities and to establish equitable, respectful and empowering engagement with culturally and linguistically diverse communities.

31. Our staff and volunteers know the behaviour we expect

- (p) We ensure that each person involved in our delivery of services to Children/Young People understands their role and the behaviour we expect in relation to keeping Children/Young People safe from abuse and neglect through application of our Child/Young Person Safe Practices.
- (q) We utilise clear position descriptions which clearly state relevant Child/Young Person safe requirements.
- (r) We have Child/Young Person Safe Practices, which are approved and endorsed by the KWA Board and outlines our expectations for behaviour towards Children/Young People.
- (s) Our staff and volunteers are given a copy of and have access to the Child/Young Person Safe Practices.
- (t) Our staff and volunteers indicate, in writing, that they have read and are committed to the Child/Young Person Safe Practices.

32. We minimise the likelihood of appointing or accrediting a person who is unsuitable

- (g) We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work/volunteer with Children/Young People.
- (h) We will meet the requirements of the relevant state or territory Working with Children Check regulations.

33. Induction and training are part of our commitment

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

34. We encourage the involvement of Children/Young People and their parents

- (p) We involve and communicate with Children/Young People and their families in developing a safe, inclusive, and supportive environment. We will provide information to Children/Young People and their parents/carers (such as brochures, posters, handbooks, guidelines) about:
 - xiv. our commitment to keeping Children/Young People safe and communicating their rights;
 - xv. the behaviour we expect of our staff and volunteers and of themselves;
 - xvi. our policy about responding to Child Abuse.
- (q) We have processes for two-way communication with Children/Young People and families.
- (r) We seek feedback from Children/Young People and have a process for responding.
- (s) We empower Children and Young People.
- (t) We respect diversity and seek to facilitate effective communication with, and empowerment and involvement of Children/Young People.

35. Our staff and volunteers understand their responsibility for reporting Child Abuse

- (j) 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:

- xvii. immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
- xviii. meet any legislated mandatory or other jurisdictional reporting requirements;
- xix. follow a specified process when reporting abuse or neglect.
- (k) Our staff and volunteers are given a copy of and have access to the Complaints, Disputes and Discipline Policy and understand the implications of the policy for their role.
- (l) We document any allegation, disclosure or concern regarding Child Abuse and take action and monitor responses to all allegations, disclosures, or concerns.

36. We maintain and improve our policies and practices

- (s) We are committed to maintaining and improving our policies, procedures, and practices to keep Children/Young People safe from neglect and abuse.
- (t) We have assigned responsibility for regularly maintaining and improving our policies and procedures to (insert name or person or group).
- (u) We monitor our staff, volunteers, and external providers and take action to ensure appropriate practice, behaviour and policies are followed.
- (v) We require our staff and volunteers to disclose guilty findings or charges affecting their suitability to work with Children/Young People. We review police record and WWCC checks regularly.
- (w) We have formally reviewed our service delivery to identify and document potential risks to Children/Young People.
- (x) We undertake formal reviews, at least annually, to identify and document potential risks to Children/Young People associated with our service delivery.

Annexure D: Best Practice Guidance.

Child/Young Person Safe Practices means the Child/Young Person safety requirements and practices adopted and implemented by Relevant Organisations to help ensure the safety of Children/Young People participating in a Kung Fu Wushu Activity as outlined in Annexure B: **Child/Young Person Safe Practices**.

Complaints, Disputes and Discipline Policy means the policy adopted by KWA for the handling and resolution of allegations regarding Prohibited Conduct.

Contractor means any person or organisation engaged to provide services for, or on behalf of, a Relevant Organisation. This includes agents, advisers, and subcontractors of a Relevant Organisation and employees, officers, volunteers, and agents of a Contractor or subcontractor.

Discrimination includes both direct and indirect discrimination (either on person or online) which have the following meaning:

- (a) **'Direct discrimination'** occurs where, because a person has a Protected Characteristic, they are treated less favourably than a person without that characteristic would be treated in the same or similar circumstances.
- (b) **'Indirect discrimination'** occurs where a practice, rule, requirement or condition that applies to everyone disadvantages people with a Protected Characteristic and the practice, rule, requirement or condition is not reasonable in the circumstances.

Employee means a person employed by a Relevant Organisation.

Grooming means behaviours that manipulate or control a Child/Young Person, their family, guardian and carers or other support networks, or organisations, with the intention to gain access to the Child/Young Person, obtain the Child/Young Person's compliance, maintain the Child/Young Person's silence, and avoid discovery of sexual abuse.

Harassment means any type of behaviour towards a Child/Young Person that they do not want and that is offensive, abusive, belittling or threatening and is reasonably likely to cause harm to the Child/Young Person who is the subject of the harassment, whether in-person or online.

Harmful Behaviour Towards a Child/Young Person means any behaviour involving a Child/Young Person that is objectively age inappropriate and/or places the Child/Young Person at risk of harm. This includes but is not limited to:

- (a) Child Abuse;
- (b) harmful training methods including physical punishment or overtraining which may cause harm to a Child/Young Person;
- (c) excessive or unnecessary emphasis on appearance, weight requirements or muscularity (either in-person or online) that may include practices such as:
 - i. encouraging or enforcing excessive dieting or restrictive eating;
 - ii. excessive weigh-ins or focus on weight goals, body composition testing that is a sport requirement that carries punishment for the outcome (for example repeated bouts of exercises as punishment for weight gain); or
 - iii. unsafe practices that could put health at risk in order to reach weight or appearance requirements without adequate medical support (for example dehydration or restrictive eating).
- (d) forcing a Child/Young Person to train or compete when ill or injured;
- (e) threatening or humiliating a Child/Young Person (either in-person or online);
- (f) using disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating;
- (g) making sexual comments to a Child/Young Person or engaging in open discussions of a sexual or Adult nature with (either on person or online), or in the presence a Child/Young Person;
- (h) taking inappropriate photos or footage of a Child/Young Person; or
- (i) inappropriate and/or intimate physical contact with a Child/Young Person which is sexual in nature or causes them to feel uncomfortable, or feel pain or distress.

Kung Fu Wushu means the sports of Kung Fu, Wushu, Tai Chi and Sanda as governed by KWA and the International Wushu Federation (IWUF) from time to time.

Member means a member of a Relevant Organisation, including:

- (a) **Member Organisation**, which means each:
 - i. State and Territory Association/Branch;
 - ii. Associate member (at the national level); and
 - iii. Organisation which is a member of a State or Territory Association Member; and
- (b) **Individual members**, which means each individual who has been awarded life membership by KWA.

National Integrity Framework means the National Integrity Framework as developed by Sport Integrity Australia and consisting of the following five policies:

- (a) Safeguarding Children and Young People Policy;
- (b) Competition Manipulation and Sport Gambling Policy;
- (c) Improper Use of Drugs and Medicine Policy;
- (d) Member Protection Policy; and
- (e) Complaints, Disputes and Discipline Policy.

Participant means:

- (a) Athletes, including athletes not directly involved in competition;
- (b) instructors and coaches who train an Athlete or Team in an Activity;
- (c) administrators who have a role in the administration, operation or Activity of a Relevant Organisation including owners, directors, committee members or other persons;
- (d) officials including referees, umpires, technical officials, or other officials appointed by a Relevant Organisation, or any league, competition, series, Club or Team sanctioned by a Relevant Organisation; and
- (e) support personnel who are appointed in a professional or voluntary capacity by a Relevant Organisation, or any league, competition, series, Club or Team sanctioned by a Relevant Organisation including sports science sports medicine personnel, team managers, agents, selectors, and team staff members.

Person in Position of Authority means a person, regardless of age, who through their position or involvement in Kung Fu Wushu can exercise power, control, or influence over a Child/Young Person.

Policy means this Safeguarding Children and Young People Policy including any annexures and appendices.

Prohibited Conduct means the conduct prescribed at clause 4 of this Policy.

Protected Characteristic means:

- (a) age;
- (b) disability;
- (c) race or ethnicity;
- (d) sex or gender identity;
- (e) sexual orientation; or
- (f) religion.

Qualifications and Screening means the Child/Young Person safety recruitment, qualification and requirements adopted and implemented by Relevant Organisations to help ensure the safety of Children/Young People participating in Kung Fu Wushu, as outlined in Appendix 1: **Qualifications and Screening** of Annexure C: **Child/Young Person Safe Commitment Statement**

KWA is committed to ensuring the safety and wellbeing of all Children/Young People 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.

37. **We will keep Children/Young People safe**

- (i) Through our Safeguarding Children and Young People Policy, we document our clear commitment to keeping Children/Young People safe from harm, risk of harm, abuse and neglect.

- (j) We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.

38. We promote inclusion, respect and diversity

- (i) We consider the needs of all Children/Young People. We use inclusive program design to support them to participate safely in our sport, particularly Children/Young People with increased vulnerabilities, such as:
 - i. Aboriginal and/or Torres Strait Islander Children/Young People;
 - ii. Children/Young People from culturally and linguistically diverse backgrounds;
 - iii. Children/Young People with disability;
 - iv. Children/Young People living in out of home care,
 - v. Children/Young People with diverse genders and/or sexualities.
- (j) We recognise the rights of lesbian, gay, bisexual, transgender and intersex Children/Young People to be recognised for their gender identity, sexual orientation or intersex status, and to feel safe and respected when participating in our sport.

39. We create a culturally safe sporting environment

- (i) We uphold the rights of Aboriginal and Torres Strait Islander Children/Young People to:
 - vi. identify as Aboriginal and/or Torres Strait Islander with pride and without fear of retribution or questioning;
 - vii. to express their Culture as they deem appropriate;
 - viii. receive an education that strengthens their Culture and identity;
 - ix. maintain connection to their land and Country;
 - x. maintain their strong kinship ties and social obligations;
 - xi. be taught their cultural heritage by their Elders and community;
 - xii. receive information in a culturally sensitive, relevant and accessible manner; and
 - xiii. be involved in services that are culturally respectful.
- (j) We will take action to grow inclusiveness for all cultural identities and to establish equitable, respectful and empowering engagement with culturally and linguistically diverse communities.

40. Our staff and volunteers know the behaviour we expect

- (u) We ensure that each person involved in our delivery of services to Children/Young People understands their role and the behaviour we expect in relation to keeping Children/Young People safe from abuse and neglect through application of our Child/Young Person Safe Practices.
- (v) We utilise clear position descriptions which clearly state relevant Child/Young Person safe requirements.
- (w) We have Child/Young Person Safe Practices, which are approved and endorsed by the KWA Board and outlines our expectations for behaviour towards Children/Young People.
- (x) Our staff and volunteers are given a copy of and have access to the Child/Young Person Safe Practices.
- (y) Our staff and volunteers indicate, in writing, that they have read and are committed to the Child/Young Person Safe Practices.

41. We minimise the likelihood of appointing or accrediting a person who is unsuitable

- (i) We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work/volunteer with Children/Young People.
- (j) We will meet the requirements of the relevant state or territory Working with Children Check regulations.

42. Induction and training are part of our commitment

- (m) We will provide all new staff, volunteers, and participants with information about our commitment to Child/Young Person Safety including our Safeguarding Children and Young People Policy, Child/Young Person Safe Practices and Responding to Child Abuse Allegations.

- (n) We support ongoing education and training for our staff and volunteers to ensure Child/Young Person safety information is provided and updated as required.
- (o) We ensure that our staff and volunteers have up-to-date information relevant to specific legislation applying in the state or territory they are based in or where they may travel to as a part of their duties.

43. We encourage the involvement of Children/Young People and their parents

- (u) We involve and communicate with Children/Young People and their families in developing a safe, inclusive, and supportive environment. We will provide information to Children/Young People and their parents/carers (such as brochures, posters, handbooks, guidelines) about:
 - xiv. our commitment to keeping Children/Young People safe and communicating their rights;
 - xv. the behaviour we expect of our staff and volunteers and of themselves;
 - xvi. our policy about responding to Child Abuse.
- (v) We have processes for two-way communication with Children/Young People and families.
- (w) We seek feedback from Children/Young People and have a process for responding.
- (x) We empower Children and Young People.
- (y) We respect diversity and seek to facilitate effective communication with, and empowerment and involvement of Children/Young People.

44. Our staff and volunteers understand their responsibility for reporting Child Abuse

- (m) 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:
 - xvii. immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
 - xviii. meet any legislated mandatory or other jurisdictional reporting requirements;
 - xix. follow a specified process when reporting abuse or neglect.
- (n) Our staff and volunteers are given a copy of and have access to the Complaints, Disputes and Discipline Policy and understand the implications of the policy for their role.
- (o) We document any allegation, disclosure or concern regarding Child Abuse and take action and monitor responses to all allegations, disclosures, or concerns.

45. We maintain and improve our policies and practices

- (y) We are committed to maintaining and improving our policies, procedures, and practices to keep Children/Young People safe from neglect and abuse.
- (z) We have assigned responsibility for regularly maintaining and improving our policies and procedures to (insert name or person or group).
- (aa) We monitor our staff, volunteers, and external providers and take action to ensure appropriate practice, behaviour and policies are followed.
- (bb) We require our staff and volunteers to disclose guilty findings or charges affecting their suitability to work with Children/Young People. We review police record and WWCC checks regularly.
- (cc) We have formally reviewed our service delivery to identify and document potential risks to Children/Young People.
- (dd) We undertake formal reviews, at least annually, to identify and document potential risks to Children/Young People associated with our service delivery.

Annexure D: Best Practice Guidance.

Relevant Organisation means any of the following organisations:

- (a) KWA;
- (b) Member Organisations; or
- (c) any other organisation that has agreed to be bound by the Relevant Policies.

Relevant Person means any of the following persons:

- (a) Individual Member;
- (b) Participant;
- (c) Employee;
- (d) Contractor;
- (e) Volunteer; or
- (f) Any other individual who has agreed to be bound by the National Integrity Framework and/or the Relevant Policies.

Victimisation means subjecting a person, or threatening to subject a person, either in-person or online, to any unfair treatment because the person has made, or intends to pursue their right to make, a complaint, report or lawful disclosure, including under applicable legislation or this Policy, or for supporting another person to take such action.

Vilification means a public act, conduct or behaviour, either in-person or online, that incites hatred, serious contempt for, or revulsion or severe ridicule of, a person or group of people because of a Protected Characteristic they hold, as covered by applicable legislation.

Volunteer, means any person engaged by a Relevant Organisation in any capacity who is not otherwise an Employee or Contractor, including parents or carers that volunteer, directors, office holders, coaches, officials, administrators and team and support personnel;

WWCC means a 'Working with Children Check' (however named) under the applicable legislation of a state or territory, a summary of which is available [here](#).

Any capitalised term not defined in this Policy has the meaning given to it in the Complaints, Disputes and Discipline Policy.

3. Jurisdiction

3.1 Who this Policy applies to

This Policy applies to:

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

3.2 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/Young Person arising from the Relevant Person's, Relevant Organisation's, or the Child/Young Person's involvement in any capacity with Kung Fu Wushu.
 - ii. in relation to any dealings relating to a Child/Young Person that they might have with a Relevant Organisation or their staff, contractors, and representatives;
 - iii. when dealing with a Child/Young Person 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) This Policy does not apply to interactions involving a Relevant Person and a Child/Young Person where there is no direct or indirect link to Kung Fu Wushu or a Relevant Organisation.²

4. Prohibited Conduct

4.1 Prohibited Conduct – Relevant Persons

A Relevant Person commits a breach of this Policy when they:

- (a) are found guilty of any breach of a relevant State or Territory or Commonwealth law relating to or involving Child Abuse or Grooming; or
- (b) either alone or in conjunction with another or others, engage in any of the following conduct, either in-person, online or via any other form of telecommunication, against, or in relation to, a Child/Young Person in the circumstances outlined in clause 3.2:
 - i. Harmful Behaviours Towards a Child/Young Person;
 - ii. Bullying;
 - iii. Discrimination;
 - iv. Harassment;
 - v. Victimisation;
 - vi. Vilification;
 - vii. request or infer that the Child/Young Person keep any communication secret from their parents/carer, or other Relevant Person such as a coach or administrator, or Relevant Organisation³;
 - viii. supply alcohol, or drugs (including tobacco) to a Child/Young Person;
 - ix. supply medicine to a Child/Young Person, except for:
 - (A) where the Relevant Person reasonably believes that the medicine is necessary for lifesaving medical treatment;
 - (B) when permitted by law; or
 - (C) with the consent of the parent, guardian, or carer of the Child/Young Person and under a valid prescription for that Child/Young Person and at the prescribed dosage; or
- (c) do not comply with the Child/Young Person Safe Practices as set out in Annexure B: **Child/Young Person Safe Practices** that are applicable to all Relevant Persons.

4.2 Prohibited Conduct – Person in a Position of Authority

In addition to Prohibited Conduct outlined in 4.1, a Person in a Position of Authority commits a breach of this Policy when they, either alone or in conjunction with another or others, engage in any of the following conduct against, or in relation to, a Child/Young Person in the circumstances outlined in clause 3.2:

- (a) continue in a Child/Young Person-related position if they have been charged or convicted of a crime that would make them ineligible to be granted a WWCC; or
- (b) do not comply with the Child/Young Person Safe Practices that are applicable to Persons in a Position of Authority as set out in Annexure B: **Child/Young Person Safe Practices**.

4.3 Prohibited Conduct – Relevant Organisations

A Relevant Organisation commits a breach of this Policy when it:

- (a) engages a person who does not have a satisfactory WWCC in the relevant jurisdiction(s) ⁴;
- (b) does not confirm the validity of a Relevant Person's WWCC currency;
- (c) does not undertake any screening measures when appointing a person to a child-related position;

² Such as pre-existing personal or family relationships.

³ This does not include ordinary peer to peer interactions between Children/Young People.

⁴ For the avoidance of doubt, if a person is not eligible to apply for a WWCC in the relevant jurisdiction (e.g. because they are a parent), it will not be a breach of this clause for a Relevant Organisation to engage that person without a WWCC.

- (d) does not obtain adequate informed consent from Approved Person/s prior to any sport sanctioned transportation or overnight accommodation of Children/Young People; or
- (e) has knowledge of and does not report a breach of clauses 4.1 or 4.2 to Sport Integrity Australia or KWA in accordance with the Complaints, Disputes and Discipline Policy.

5. Reporting and Complaints

- (a) Allegations of Prohibited Conduct under this Policy may be submitted to Sport Integrity Australia or KWA and will be managed in accordance with the KWA Complaints, Disputes and Discipline Policy. Sport Integrity Australia has jurisdiction to assess and investigate (if required) all matters that are deemed to be in-scope under this Policy.
- (b) Where a Relevant Organisation becomes aware of a potential breach of this Policy and the information known about that potential breach is such that it would cause a reasonable person to suspect that a Child/Young Person is, or is at risk of, harm or being abused and/or neglected:
 - i. the Relevant Organisation must comply with the requirements of Responding to Risk of Abuse and Harm in Annexure A: Responding to . This includes waiting until statutory agencies have confirmed that they are either not responding to an allegation or have finalised any intervention they deem appropriate;
 - ii. no further action under the Complaints, Disputes and Discipline Policy in relation to that potential breach should occur until the obligations in clause 5(b)i. are complied with; and
 - iii. the Relevant Organisations must apply appropriate risk mitigation strategies to keep all Children/Young People safe while an allegation or complaint is being assessed/investigated. This may include interventions such as supervision, suspension, restriction of duties or temporary redeployment, or suspension or restriction of rights, privileges or benefits.

6. Other Matters

6.1 Education

- (a) To prevent breaches of this policy, build positive behaviours in sport and protect participants from the threat posed by behaviours and environments that are unsafe to Children/Young People, KWA is responsible for developing and implementing an education plan addressing the content and subject matter of this Policy.
- (b) KWA should engage Sport Integrity Australia to assist in the design, implementation, and maintenance of the education plan and to determine priority education groups and appropriate interventions.
- (c) The Relevant Organisation may, from time to time, direct certain Participants to undertake education, which will be relevant and proportionate to their level of participation in Kung Fu Wushu and the associated integrity risks.
- (d) Sport Integrity Australia has developed a range of safeguarding education resources and training material for different audiences (e.g. Children/Young People, coaches, clubs etc.) which can be found [here](#).

6.2 Information sharing

Subject to the *Privacy Act 1988* (Cth), Relevant Organisations may share information they receive relating to Child/Young Person safety issues within their sport with Sport Integrity Australia to enable Sport Integrity Australia to effectively perform its functions.

6.3 State/Territory specific child safe standards

This Policy is underpinned by the National Principles for Child Safe Organisations. Some States and Territories have established their own child safe standards with compliance requirements. Relevant Organisations and Relevant Persons are responsible for familiarising themselves with the legislative requirements in their state or territory and taking steps to ensure that they are meeting any additional compliance requirements, including by adopting additional procedures, policies or standards where necessary.

Annexure A: Responding to Risk of Abuse and Harm to Children and Young People

Under relevant state/territory laws, failure to report any reasonable suspicion or knowledge that a Child/Young Person is or is likely to be at risk of harm could result in criminal proceedings. This Annexure provides examples of the main actions that must be followed, however knowledge of the relevant state/territory reporting obligations is critical.

You **must** ACT.

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

Action 1 - Responding

If a Child/Young Person 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 at-risk Child/Young Person 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/Young Person was, is, or 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, a list of which can be found [here](#).

If the alleged Child Abuse is occurring in a Relevant Organisation, it may also be documented on the Report Form found at [MAKE AN INTEGRITY COMPLAINT OR REPORT | Sport Integrity Australia](#).

KWA requires that the KWA Complaints Manager is also informed of any reports made.

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/carers, and who should lead this contact (i.e., police, Child Protection department or Relevant Organisation representative). This could include advice:

- not to contact the parents or carers in circumstances where they are alleged to have engaged in the abuse.
- to contact the parents/carers and provide agreed information as soon as possible.

Action 4 – Support

- Support should be provided to any Child/Young Person that has experienced abuse.
- It is important that the person providing support to the Child/Young Person does not attempt to provide support which is outside of 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.
- Information regarding allegations of Abuse need to be well documented and shared with KWA's designated contact.
- Further support for the Child/Young Person, relevant Adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan.

Child Safe Contact at KWA

Name: Neal Hardy

Position: Complaints Manager

Email and/or Phone: Secretary@kungfuwushuaustralia.com

Annexure B: Child/Young Person Safe Practices

KWA is committed to safeguarding everyone involved in our organisation including Children/Young People in our care, so that they feel safe and are safe. KWA's Child/Young Person Safe Practices have been developed to identify and prevent behaviour that may be harmful to the Children/Young People in our sport.

There are exceptions where the Child/Young Person Safe Practices do not apply:

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

These Child/Young Person Safe Practices set out requirements for how Relevant Organisations and Relevant Persons must behave with and around Children/Young People. A failure to comply with the Child/Young Person Safe Practices will be a breach of the Safeguarding Children and Young People Policy and constitute Prohibited Conduct as set out in clause 4 of the Policy.

1. Professional boundaries

- (a) A Person in a Position of Authority must establish and maintain professional boundaries (both in-person and online) when working with Children/Young People who are involved in our sport. Professional boundaries ensure that the nature of the relationship between a Person in a Position of Authority and Child/Young Person does not move from a professional one to a personal one and becomes harmful or exploitative of the Child/Young Person and/or family.
- (b) A Person in a Position of Authority, unless they are also an Approved Person must not:
 - i. provide any form of support to a child or their family unrelated to the scope of their role (e.g., financial assistance, babysitting, provide accommodation);
 - ii. use a personal phone, camera, or video camera to take images or video footage of Children/Young People unless prior written authorisation from the Relevant Organisation is provided;
 - iii. exhibit any type of favouritism towards a Child/Young Person;
 - iv. transport Children/Young People other than in accordance with Child/Young Person Safe Practices clause 12, Transporting Children/Young People;
 - v. give gifts/presents to Children/Young People other than the provision of official awards;
 - vi. have one on one contact with a Child/Young Person outside of authorised sport activities (includes direct contact such as in-person as well as indirect, such as by phone, or online); or attend any private social function at the request of a Child/Young Person or their family.
- (c) If Relevant Persons become aware of a situation in which a Child/Young Person requires assistance that is beyond the scope of that person's role, they must undertake any or all of the following at the earliest opportunity:
 - i. refer the matter to an appropriate support agency;
 - ii. refer the Child/Young Person to an appropriate support agency;
 - iii. contact the Child/Young Person's parent or carer;
 - iv. seek advice from a Relevant Organisation.

2. Use of language and tone of voice

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

3. Positive guidance (discipline)

- (a) Children participating in our sport must 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/Young People and personnel participating in Kung Fu Wushu
- (c) Relevant Persons and Relevant Organisations must use strategies that are fair, respectful, and appropriate to the developmental stage of the Children/Young People involved.
- (d) Children/Young People must be provided with clear directions and given an opportunity to redirect their behaviour in a positive manner.
- (e) Relevant Persons or Relevant Organisations must not, under any circumstances, take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

4. Supervision

- (a) Relevant Organisations must ensure that Children/Young People participating in our sport programs and services are adequately supervised.
- (b) Supervision must be constant, active, and diligent, prioritising the safety and wellbeing of Children/Young People, and where possible a Relevant Person must be able to observe each Child/Young Person.
- (c) Where direct supervision is not possible, a Relevant Person must know the location of each Child/Young Person and ensure that they can respond to individual needs and immediately intervene if necessary.
- (d) Any incident of one-to-one unsupervised contact must be immediately reported to the Relevant Organisations management within 24 hours of the incident occurring.

5. Use of electronic or online communications

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

6. Photographs or video of Children/Young People

- (a) An Approved Person may photograph or film their Child/Young Person when participating in our sport.
- (b) When arranging official photography/videography of Children/Young People involved in our sport, Relevant Organisations must:
 - i. obtain prior written consent from the Child/Young Person's parent or carer. Where appropriate and possible, consent should also be sought from the Child/Young Person. Written approval could include electronic messaging formats such as email or SMS;
 - ii. give due consideration to Children/Young People who are protected by a court order;
 - iii. appoint a photographer/videographer who holds a current WWCC;
 - iv. ensure the photographer/videographer is supervised at all times;

- v. ensure the context is directly related to participation in our sport;
 - vi. ensure the Child/Young Person is appropriately dressed and posed; and
 - vii. not distribute images or videos (including as an attachment to an email) to anyone outside the Relevant Organisation without parent/carer knowledge and approval.
- (c) Relevant Organisations must store images (digital or hard copy) in a manner that prevents unauthorised access by others and must be destroyed or deleted as soon as they are no longer required.
 - (d) Relevant Organisations must not publish images or footage of a Child/Young Person or identify the Child/Young Person pictured, whether online or in print, without written consent from the Child/Young Person's parent or carer. Where appropriate and possible, consent should also be sought from the Child/Young Person.
 - (e) Relevant Organisations must ensure any Employee, Volunteer or Contractor (such as an event photographer) comply with the above requirements whilst working at an Activity.

7. Physical contact with Children/Young People

- (a) Any physical contact with Children/Young People must be necessary and appropriate to the delivery of our sport programs or services and based on the needs of the Child/Young Person (including adjustments based on any additional needs due to impairment or disability) such as assisting with the use of equipment technique assistance or correction, treatment by a health practitioner or administering first aid.
- (b) Relevant Persons must not have contact with Children/Young People participating in our programs and services that:
 - i. involves touching of genitals, buttocks, or the breast area other than as part of delivering necessary medical or allied health services to those specific areas of the body;
 - ii. would appear to a reasonable observer to have a sexual connotation;
 - iii. is intended to cause pain or distress to the Child/Young Person (e.g., corporal punishment);
 - iv. is overly physical (e.g. tickling or other roughhousing), except where this contact is consistent with the rules of the sport and accepted and reasonable behaviour within the Activity when undertaking that Activity;
 - v. is unnecessary (e.g., assisting with toileting when a Child/Young Person does not require assistance); or
 - vi. is initiated against the wishes of the Child/Young Person, except if such contact may be necessary to prevent injury to the Child/Young Person or to others, in which case:
 - (A) physical restraint must be a last resort;
 - (B) the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child/Young Person to prevent harm to themselves or others; and
 - (C) the incident must be reported to management as soon as possible.
- (c) Relevant Persons must report to the Relevant Organisation any physical contact initiated by a Child/Young Person that is sexualised and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child/Young Person, Relevant Persons, and any other participants.

8. Overnight stays and sleeping arrangements

- (a) Overnight stays involving Children/Young People must be approved and managed by the Relevant Organisation.
- (b) Written parent/carer consent must be obtained prior to the overnight stay. Written approval could include electronic messaging formats such as email or SMS. Where appropriate and possible, consent should also be sought from the Child/Young Person.
- (c) Practices and behaviour by Relevant Persons involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of 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/Young People must be provided with privacy when bathing, toileting, and dressing;
 - ii. appropriate dress standards must be observed when Children/Young People are present – such as no exposure to nudity;

- iii. Children/Young People must not be exposed to pornographic material, for example, through movies, television, the internet, or magazines;
- iv. Children/Young People must not be left under the supervision of unauthorised persons such as accommodation staff, or peers;
- v. sleeping arrangements must not compromise the safety of Children/Young People, including:
 - (A) an Adult must not sleep alone in the same room as Children/Young People unless they are the parent or have parental responsibility for those Children/Young People; and
 - (B) Children/Young People must not share a bed with an Adult or another Child/Young Person.
- vi. Children/Young People must have the right to contact their parents, or an Approved Person, if they feel unsafe, uncomfortable, or distressed during the stay.
- vii. Parents/carers must be permitted to contact their Child/Young Person if required.

9. Change room arrangements

- (a) Children/Young People must be supervised in any change room that is in official use by a Relevant Organisation, whilst ensuring their right to privacy.
- (b) A Person in a Position of Authority must not:
 - i. shower or change at the same time as supervising groups of Children/Young People;
 - ii. be alone with a Child/Young Person in a change room; or
- (c) Relevant Persons must not use any camera or other recording device in a change room.
- (d) Persons in a Position of Authority must ensure adequate supervision in public change rooms when they are used, providing the level of supervision required for preventing abuse by members of the public, Adult users, or general misbehaviour, while also respecting a Child/Young Person's privacy.

10. Use, possession or supply of alcohol or drugs to Children/Young People

Persons in a Position of Authority must not:

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

11. Parent/Carer involvement

Relevant Organisations must:

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

12. Transporting Children/Young People

- a) Children/Young People must only be transported in circumstances that are directly related to the delivery of our sport programs and services.
- b) Other than in an emergency, a Person in a Position of Authority, unless they are an Approved Person, must not transport Children/Young People without prior written approval from their parent or carer.
- c) When transporting Children/Young People, the Person in a Position of Authority must drive responsibly, not be impaired by alcohol or any other mind-altering substances, have an unrestricted drivers' licence and to the extent practicable, not be alone in the car with a Child/Young Person.

- d) Children/Young People must only be transported in a roadworthy vehicle when the manufacturer stated capacity is adhered to and seatbelts and child restraints are fitted as required.

13. Drop off and pick up of Children/Young People

Relevant Organisations must:

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

Annexure C: Child/Young Person Safe Commitment Statement

KWA is committed to ensuring the safety and wellbeing of all Children/Young People 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.

46. We will keep Children/Young People safe

- (k) Through our Safeguarding Children and Young People Policy, we document our clear commitment to keeping Children/Young People safe from harm, risk of harm, abuse and neglect.
- (l) We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.

47. We promote inclusion, respect and diversity

- (k) We consider the needs of all Children/Young People. We use inclusive program design to support them to participate safely in our sport, particularly Children/Young People with increased vulnerabilities, such as:
 - i. Aboriginal and/or Torres Strait Islander Children/Young People;
 - ii. Children/Young People from culturally and linguistically diverse backgrounds;
 - iii. Children/Young People with disability;
 - iv. Children/Young People living in out of home care,
 - v. Children/Young People with diverse genders and/or sexualities.
- (l) We recognise the rights of lesbian, gay, bisexual, transgender and intersex Children/Young People to be recognised for their gender identity, sexual orientation or intersex status, and to feel safe and respected when participating in our sport.

48. We create a culturally safe sporting environment

- (k) We uphold the rights of Aboriginal and Torres Strait Islander Children/Young People to:
 - vi. identify as Aboriginal and/or Torres Strait Islander with pride and without fear of retribution or questioning;
 - vii. to express their Culture as they deem appropriate;
 - viii. receive an education that strengthens their Culture and identity;
 - ix. maintain connection to their land and Country;
 - x. maintain their strong kinship ties and social obligations;
 - xi. be taught their cultural heritage by their Elders and community;
 - xii. receive information in a culturally sensitive, relevant and accessible manner; and
 - xiii. be involved in services that are culturally respectful.
- (l) We will take action to grow inclusiveness for all cultural identities and to establish equitable, respectful and empowering engagement with culturally and linguistically diverse communities.

49. Our staff and volunteers know the behaviour we expect

- (z) We ensure that each person involved in our delivery of services to Children/Young People understands their role and the behaviour we expect in relation to keeping Children/Young People safe from abuse and neglect through application of our Child/Young Person Safe Practices.
- (aa) We utilise clear position descriptions which clearly state relevant Child/Young Person safe requirements.
- (bb) We have Child/Young Person Safe Practices, which are approved and endorsed by the KWA Board and outlines our expectations for behaviour towards Children/Young People.
- (cc) Our staff and volunteers are given a copy of and have access to the Child/Young Person Safe Practices.
- (dd) Our staff and volunteers indicate, in writing, that they have read and are committed to the Child/Young Person Safe Practices.

50. We minimise the likelihood of appointing or accrediting a person who is unsuitable

- (k) We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work/volunteer with Children/Young People.

- (l) We will meet the requirements of the relevant state or territory Working with Children Check regulations.

51. Induction and training are part of our commitment

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

52. We encourage the involvement of Children/Young People and their parents

- (z) We involve and communicate with Children/Young People and their families in developing a safe, inclusive, and supportive environment. We will provide information to Children/Young People and their parents/carers (such as brochures, posters, handbooks, guidelines) about:
 - xiv. our commitment to keeping Children/Young People safe and communicating their rights;
 - xv. the behaviour we expect of our staff and volunteers and of themselves;
 - xvi. our policy about responding to Child Abuse.
- (aa) We have processes for two-way communication with Children/Young People and families.
- (bb) We seek feedback from Children/Young People and have a process for responding.
- (cc) We empower Children and Young People.
- (dd) We respect diversity and seek to facilitate effective communication with, and empowerment and involvement of Children/Young People.

53. Our staff and volunteers understand their responsibility for reporting Child Abuse

- (p) 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:
 - xvii. immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
 - xviii. meet any legislated mandatory or other jurisdictional reporting requirements;
 - xix. follow a specified process when reporting abuse or neglect.
- (q) Our staff and volunteers are given a copy of and have access to the Complaints, Disputes and Discipline Policy and understand the implications of the policy for their role.
- (r) We document any allegation, disclosure or concern regarding Child Abuse and take action and monitor responses to all allegations, disclosures, or concerns.

54. We maintain and improve our policies and practices

- (ee) We are committed to maintaining and improving our policies, procedures, and practices to keep Children/Young People safe from neglect and abuse.
- (ff) We have assigned responsibility for regularly maintaining and improving our policies and procedures to (insert name or person or group).
- (gg) We monitor our staff, volunteers, and external providers and take action to ensure appropriate practice, behaviour and policies are followed.
- (hh) We require our staff and volunteers to disclose guilty findings or charges affecting their suitability to work with Children/Young People. We review police record and WWCC checks regularly.
- (ii) We have formally reviewed our service delivery to identify and document potential risks to Children/Young People.
- (jj) We undertake formal reviews, at least annually, to identify and document potential risks to Children/Young People associated with our service delivery.

Annexure D: Best Practice Guidance

KWA is committed to safeguarding everyone involved in our organisation including Children/Young People who participate in our sporting activities, ensuring that they feel safe and are safe. This Best Practice Guidance identifies steps that Relevant Organisations and Relevant Persons should be taking to create a safe and positive environment for Children/Young People in Kung Fu Wushu.

This Annexure D and its appendices are provided as guidance only. Failure to comply with a requirement set out in Annexure D or one of its Appendices will not be considered Prohibited Conduct for the purposes of the Complaints, Disputes and Discipline Policy, however, aspects of the Best Practice Guidance may be a mandatory requirement under relevant state or territory legislation.

It is the responsibility of all Relevant Organisations and Relevant Persons to ensure that they are aware of and comply with any obligations they may be subject to under state or territory legislation.

Relevant Organisations should:

1. adopt and implement a Child/Young Person Safe Commitment Statement (see KWA's Child/Young Person Safe Commitment Statement provided at Annexure C);
2. adopt and implement appropriate recruitment, screening and training requirements for all employees and volunteers who will be working in Child-related positions (see KWA's Qualifications and Screening Requirements at Appendix 1: **Qualifications and Screening** to this Annexure D);
3. establish a Culturally safe environment in which the diverse and unique identities and experiences of Aboriginal and or Torres Strait Islander Children/Young People are respected and valued;
4. ensure that Children/Young People are empowered about their rights, participate in decisions affecting them and are taken seriously, including by:
 - (a) providing Children/Young People with information about their participation in Kung Fu Wushu and information about their rights and responsibilities;
 - (b) seeking informed consent from Children/Young People prior to participation in Activities; and
 - (c) Respecting and understanding the diverse and potentially complex needs of Children/Young People with increased vulnerabilities.

Appendix 1: Qualifications and Screening Requirements

These qualifications and screening requirements have been developed to provide a fair, safe, consistent, and comprehensive process to engage personnel across our sport. Our sport takes Child/Young Person protection seriously and ensures that the organisation recruits personnel (employees and volunteers), that are suitably qualified and committed to providing professional, safe, and enjoyable programs and services to Children/Young People.

QUALIFICATIONS AND SCREENING

1. Accreditation

(a) Coaching

- i. All people allowed to coach/instruct/teach participants without supervision must have as a minimum Level 1 accreditation through the Australian Coaching Council's National Coaching Accreditation Scheme.
- ii. All people allowed to coach/instruct/teach participants without supervision must have State/Territory clearance to work with children and (as relevant) vulnerable people certification.
- iii. All people allowed to coach/instruct/teach participants without supervision must have Police clearance from their relevant jurisdiction(s).
- iv. All Full Members of State/Territory Association Members of Kung Fu Wushu Australia must have as a minimum Level 1 accreditation through the Australian Coaching Council's National Coaching Accreditation Scheme.
- v. Anyone found to have a history of child abuse in any jurisdiction is prohibited from coaching/instructing/teaching children at any venue controlled by KWA, a Member Association of KWA, or a Club which is a member of a Member Association.

(b) Officials

- i. All officials must have as a minimum Level 1 accreditation through the ACC's National Officials Accreditation Scheme.
- ii. All officials having any contact with children must have a relevant State/Territory clearance to work with children and (as relevant) vulnerable people, unless they are supervised by an official with this certification.
- iii. All officials having any contact with children must have a Police clearance from their relevant jurisdiction(s). Officials travelling interstate to officiate competitions or participate over a number of days in events involving children/young people will need to check the respective local WWCC legislation to see if they are required to obtain a WWCC for that State/Territory.
- iv. No person found to have a history of child abuse will be permitted to be a KWA official.

2. Employees

(a) Paid

- i. Any paid employee who has any contact with children through this employment must have a State/Territory clearance to work with children (and as applicable) vulnerable people, as well as Police clearance from the relevant jurisdiction.
- ii. No person found to have a history of child abuse will be permitted to be a KWA employee.

(b) Volunteer

- i. Committee members and others holding officials positions in KWA and its State/Territory Member Associations work on a voluntary basis. Where they do not hold coaching or official's accreditation, and as their duties as volunteers require them to have contact with children, they must have a State/Territory clearance to work with children (and as applicable) vulnerable people, as well as Police clearance from the relevant jurisdiction.
- ii. All such people are bound by the KWA Policy that states that no adult may be alone with children under their care without the presence of at least one other adult (unless they are parent or guardian to all those children).
- iii. Many other people at the Club, State/Territory Association and national level volunteer, for example as athletes or family members of athletes.
 - (A) Where they do not hold coaching or officials accreditation, and as their duties as volunteers require them to have contact with children, they must have a State/Territory clearance to work with children (and as applicable) vulnerable people, as well as Police clearance from the relevant jurisdiction.
 - (B) All such people are bound by the KWA Policy that states that no adult may be alone with children under their care without the presence of at least one other adult (unless they are parent or guardian to all those children).