



CODE OF CONDUCT FOR DEALING WITH CHILDREN & YOUNG PEOPLE

We want Children and Young People (CYP) in the Traralgon Swimming Club to feel safe, included, encouraged and supported – essentially, to enjoy themselves so that they keep participating. To make sure that we create this environment, Traralgon Swimming Club’s **Code of Conduct for Dealing with Children & Young People (Code of Conduct CYP)** requires everyone involved in Traralgon Swimming Club to abide by certain behavioural standards when it comes to dealing with Children & Young People (**CYP**). This table summarises those requirements. All behaviour towards CYP should consider the needs and safety of:

- indigenous CYP;
- CYP from culturally and linguistically diverse backgrounds; and
- CYP with a disability.

Code of Behaviour Requirement for dealing with Children & Young People	
1	<p>Language and Tone of Voice:</p> <p>a. Should provide clear direction, encourage and affirm CYP and boost their confidence.</p> <p>b. Should NOT be harmful – i.e., derogatory (e.g. “you’re a loser), threatening, frightening, profane, discriminatory, racist, sexual.</p>
2	<p>Adhering to professional role boundaries:</p> <p>a. Act only within the confines of your duties/role (e.g., if you’re a coach, just be a coach).</p> <p>b. Unless with <u>express consent</u> from a nominated Senior Person in Traralgon Swimming Club, do NOT:</p> <ul style="list-style-type: none"> i. Provide unauthorised transportation to CYP ii. Engage in activities or seek contact with CYP outside of Traralgon Swimming Club. iii. Involve yourself in CYP of Traralgon Swimming Club’s private and/or family matters, <u>unless you reasonably believe or suspect that they are at risk of harm</u>. iv. Provide support to CYP or their families that is unrelated to Traralgon Swimming Club. v. Accept an invitation to attend any private social function at the request of CYP or their family/carer in Traralgon Swimming Club (current or past) unless there was an existing social, personal or family relationship.



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If any of the above occur or you are made aware of a CYP requiring assistance outside the confines of your role, either contact their parent/guardian or seek advice from an appropriate Senior Person in Traralgon Swimming Club.

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| 3 | Sending electronic communications to CYP (emails, texts and other direct messages): <ul style="list-style-type: none">a. <u>Must copy parent(s)/guardian(s)</u> into any text, email, Facebook or any other form of electronic communication message.b. <u>Must only communicate with CYP regarding issues relevant to Traralgon Swimming Club.</u>c. Ensure that any messages are polite/friendly and in no way sexual in nature.d. <u>Must not</u> communicate with CYP, request to be “friends” or “follow” CYP using Internet chat rooms, social networking sites, game sites, instant messaging or anything of a similar nature, particularly to encourage social contact of an unauthorised nature.e. <u>Must not</u> request that CYP keep communication a secret. |
| 4 | Supervision of CYP - When supervising CYP in Traralgon Swimming Club: <ul style="list-style-type: none">a. Avoid unsupervised situations with CYP wherever possible - you should always be in view of others.b. Engage positively with our sport.c. Behave appropriately towards one another.d. Ensure that you are in a safe environment, protected from external threats. |
| 5 | Physical Contact with CYP – must be appropriate to delivery of our sport (e.g, assisting with appropriate technique to avoid injury) and based on the needs of the CYP (i.e. to comfort if distressed). Unless for medical or allied health purposes by a health care professional, contact must not: <ul style="list-style-type: none">a. Involve touching genitals, breasts or buttocks.b. Appear to have a sexual connotation.c. Be intended to cause pain or distress.d. Be overly physical (e.g., wrestling, tickling, etc).e. Be unnecessary (e.g., assisting CYP with toileting when they don’t need help).f. Be initiated against the wishes of CYP (unless to prevent injury, in which case physical restraint should be a last resort). |



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	Physical contact initiated by CYP that is sexual and/or inappropriate behaviour between CYP must be reported to an appropriate Senior Person in Traralgon Swimming Club in Victoria as soon as possible.
6	Sexual Misconduct: No form of “sexual behaviour” is to occur between, with or in the presence of CYP in Traralgon Swimming Club, even if the CYP are above the legal age of consent – 16 years. This includes contact and non-contact behaviour (e.g. flirting, sexual innuendo, electronic messaging or photography).

7	Positive Guidance and Discipline: We want to create a positive environment for everyone in Traralgon Swimming Club in Victoria, understanding that CYP need to understand the acceptable limits of their behaviour, whilst ensuring that: a. We give CYP clear direction. b. CYP are given an opportunity to redirect their misbehaviour in a positive way. c. Behaviour management strategies are fair, respectful and appropriate to CYP’s developmental stage. d. No physical punishment, cruel/degrading/humiliating, etc treatment is used. Under no circumstances is physical punishment to be used, nor any other treatment that could be considered as degrading, cruel, frightening, humiliating or discriminatory.
8	Giving gifts to CYP: Must always be authorised by parents/guardians.
9	Photographs/video footage of CYP: a. You may only take photographs or video footage of CYP involved in Traralgon Swimming Club if: i. prior approval has granted by their parent(s)/guardian(s); and ii. the context of the photo/footage is directly related to Traralgon Swimming Club. iii. CYP are appropriately dressed and posed; and iv. the image/footage is taken in presence of others involved in Traralgon Swimming Club. b. Images must not be distributed to anyone outside the Traralgon Swimming Club other than CYPs (or parents/guardians) without knowledge and approval of a parent/guardian and nominated Senior Person in Traralgon Swimming Club. c. Images must not be exhibited online without parent/guardian approval unless CYP are de-identified.



10	<p>Overnight Stays and Sleeping Arrangements for CYP:</p> <p>Overnight stays are to only occur with the prior written authorisation of parents/guardians and the relevant Senior coach of Traralgon Swimming Club (or their nominated representative).</p>
11	<p>Change Room arrangements: People involved in Traralgon Swimming Club in Victoria must:</p> <ol style="list-style-type: none">Supervise CYP in change rooms whilst balancing their right for privacy.Avoid one-to-one unsupervised situations with CYP in a change room area (other than with their own child), whilst ensuring adequate supervision to keep CYP safe (e.g., standing outside the entrance to the change room).Not dress/undress in the change room whilst CYP are present, unless they are playing in a Senior Team and there are other members of the team present.Ensure that photos, video or other recordings are not taken in change rooms. To manage this, consider a “NO MOBILE PHONES” policy and signage in change rooms.Ensure that participants use the change room of their affirmed gender.
12	<p>Use, possession or supply of alcohol or drugs:</p> <ol style="list-style-type: none">All persons involved in Traralgon Swimming Club who are delivering a program or on overnight stays/camps involving CYP must not use possess or be under the influence of illegal or illicit drugs, alcohol or be incapacitated by any other legal drug.Legal (i.e., prescription) drugs are permitted to be used provided that it does not interfere with your ability to provide an appropriate level of care to CYP in Traralgon Swimming Club and that you do not supply legal drugs (including alcohol and tobacco) to CYP.
13	<p>Transporting children:</p> <ol style="list-style-type: none">You can only transport CYP in circumstances that are directly related to the delivery of our sport and only with prior written approval of CYP’s parent/guardian and the express acknowledgment of a nominated Traralgon Swimming Club Senior Person.If it is not possible to get prior written consent or approval, you must notify in writing the details of the travel to the nominated Senior Person at Traralgon Swimming Club as soon as possible after the journey.<ol style="list-style-type: none">Where it is not possible to get a parent/guardian’s approval in advance, the parent/guardian should send an approval text/electronic message to an appropriate Senior Person at Traralgon Swimming Club. This should then be documented appropriately.
14	<p>Pick up and collection of CYP: We must:</p>



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- a. Ensure that CYP and their parents/guardians know the times/locations of training/matches and that they arrive before the scheduled times so that CYP aren't unattended.
- b. Have an operational phone and register of parent/guardian emergency contact details.
- c. Ensure they are aware of pick up details for CYP and that all relevant approvals are given.
- d. If a parent/guardian is late, make efforts to contact them, noting that it is not your responsibility to drive CYP in Traralgon Swimming Club home. You should also ask the second last child and their parent/guardian to wait until the final child is collected.
- e. Not leave the training session or match until all CYP have been collected.
- f. If necessary, ask the parent/guardian to collect their kid(s) from the training location if there are others present and arrangements are documented.
- g. If a parent/guardian is repeatedly late to collect their kid(s), notify the nominated Senior Person at Traralgon Swimming Club.