

NSW Office of the Children’s Guardian Child Safe Scheme

How to implement the Child Safe Standards at your swimming club

	Child Safe Standard	How does Swimming NSW meet the standards?	Local Swimming Clubs – ideas and suggestions
1 Child Safety	Child safety is embedded in leadership, governance and culture.	<ul style="list-style-type: none"> • Safe Sport Framework (SSF) and Swimming Australia’s Commitment Statement <ul style="list-style-type: none"> ○ Swimming Australia recently upgraded the SSF and made it even more child focussed. • Codes of Conduct • Compulsory for all high performance team members (coaches & support staff) to complete Sport Integrity Australia child safeguarding course. • Compulsory Working With Children Check (WWCC) for coaches, technical officials and support staff. • Child safeguarding policies and duty of care for activities e.g. adequate adult supervision, never being alone with a child • Duty of care • Support Passes at events • Team Managers required for non club-based events 	<ul style="list-style-type: none"> • Adopt the SSF at a meeting and promote it to your members regularly. • Designate a volunteer role – Child Safety ‘Champion’ • Have a qualified club Member Protection Information Officer (MPIO) or two and ensure they are well known and contactable for all members • Keep child safety on the agenda at every meeting

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2 Decision Making	Listen, act and respond to children	<ul style="list-style-type: none"> • SNSW Youth Advisory Panel (YAP) <ul style="list-style-type: none"> ○ Regional YAPs ○ YAP social media input and ‘take overs’ • SSF Complaints procedure • Youth Forums and camps • Take all complaints or concerns seriously and respond promptly and thoroughly. • Athlete Wellbeing and Engagement Program • Surveys and consultations • Surveys after activities giving participants opportunity to provide feedback • Surveys delivered regarding involvement in swimming and what may have led to their exit from the sport. 	<ul style="list-style-type: none"> • Ask young people! Listen and follow through. • Club Captains • Junior Committees • Include a swimmer representative on main club committee • Swimmers contribute to decisions affecting them eg new coach employment, uniform, club nights, race meets or special events (see club example) • Senior kids contribute to club newsletter or social media • Take all complaints or concerns seriously and respond promptly and thoroughly. • Get feedback via surveys • Talk to kids about safety using age-appropriate information

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<p>3 Families</p>	<p>Families and communities are informed and involved</p>	<ul style="list-style-type: none"> • Weekly club Hot Off The Blocks (HOTB) newsletter • Monthly members Swimmer Magazine • Active on social media channels • SSF learnings included in HOTB • SSF presentations to club volunteers and parents • Staff profiles and contact details on SNSW website • MPIOs listed on website • Any information that is sent out goes to the swimmer, the swimmer’s parent/guardian (if under 18) and coach • Pathway information presentations at development and activity/squad days • Parent/guardians receive constant communication in the lead up to events regarding processes which have the safety of children (and all other stakeholders) as the polices’ main consideration 	<ul style="list-style-type: none"> • Club newsletters • Social media • Share content from Swimming NSW channels with your members • Open club meetings or Info Nights for all members • Request a SSF presentation for your members • Child Safety focussed information readily available • MPIOs listed on website and publicised • Committee leadership team easily identifiable at club nights (badges or a specific t shirt etc.) and have profiles and photos on website • Request feedback and input from families on club policies and practices • Compulsory parent involvement e.g. timekeeping or BBQ roster

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<p>4 Diversity</p>	<p>Equity is upheld and diverse needs are taken into account.</p>	<ul style="list-style-type: none"> • Swimming Australia Diversity and Inclusion Policy • Multi-Class Swimming and classification • Children empowered to speak up through junior committees • Use of social media to promote diversity ‘weeks’ • Acknowledgement of country before start of session at swimming and non-swimming events • Upcoming project with LOTE Agency to introduce membership materials in multiple languages ahead of the 2022-2023 season • Key partnership with mental health champion ReachOut.com.au • Tiers on Pathway Squads, dependent on level and age of swimmer • Launch of new Swimming NSW 2021-2022 membership options, offering more varied price-points and benefits packages • Para Performance Pathway, including specific Para Squads • Dedicated Multi-Class meets across the Summer and Winter seasons, providing greater access to swimming events for these athletes <ul style="list-style-type: none"> ○ Multi-Class events included in Swimming NSW Championship programs 	<ul style="list-style-type: none"> • Offer Multi-Class swimmers opportunities • Offer squad alternatives for older kids e.g. yr 12 students ‘swim fit’ • Children empowered to speak up through junior committees. • NAIDOC week • Acknowledgement of country before start of session • LGBTI+ awareness and openness • Mental Health week etc: use social media to support those ‘weeks’. Simply share SNSW socials. • Give particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds

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5 Workers	Staff and volunteers working with children are suitable and supported	<ul style="list-style-type: none"> • WWCC essential for all appropriate members and staff • Verification process followed • Recruitment policy is part of the SSF • Induction for all staff and volunteers. Get staff to sign certain policies e.g. the SSF • Always use accredited coaches and officials • All staff and volunteers must have a WWCC • All coaches must have a valid ASCTA accreditation • All staff and coaches must complete the Sport Integrity Australia Child Safeguarding course • All Technical Officials and volunteers at SNSW events must have a WWCC 	<ul style="list-style-type: none"> • WWCC – follow up with verification process • Always use accredited coaches and officials • Follow SSF Recruitment policy • Nominate a Volunteer Coordinator position on the committee. • Treat volunteers like employees with processes for ‘employment’ • Induction for all staff and volunteers • Ensure all leaders at your club are good role models • Be aware of the kind of language being used at your club – embed that in your culture. Make it positive and welcoming and all encompassing. • Ensure appropriate supervision of staff and volunteers

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6 Complaints	Child focussed process to respond to complaints of child abuse	<ul style="list-style-type: none"> • Child related complaints go direct to police and/or Swimming Australia and are kept confidential. • SSF complaint procedure is easy to access and has clear flow chart steps to follow. • Organise and insist clubs attend MPIO courses 	<ul style="list-style-type: none"> • Qualified MPIOs at club are well known to all • Chaplain available • Take all complaints seriously and follow SSF – ensure the leaders and members understand the complaints process • Ensure children know their rights and who to go to if they have an issue. • Have multiple ways people can report a complaint • Offer appropriate support to all parties involved in any issues.
7 Education	Staff and volunteers know how to keep children safe	<ul style="list-style-type: none"> • SSF Guidelines for dealing with Children and Young People. • Coaches and leaders informed on how to look out for signs of vulnerable children and how to report them (outlined in SSF). • All staff and coaches must complete the Sport Integrity Australia Child Safeguarding course • Staff accreditation kept up to date for courses that contribute to safety of children; e.g. First Aid, CPR, COVID-19 Infection control etc 	<ul style="list-style-type: none"> • Designate a child safe officer on your committee • Let your members/committee members know about free online training, for example: <ul style="list-style-type: none"> ○ Play By The Rules ○ Office of the Children’s Guardian ○ Office of Sport ○ E Safety • Offer regular SSF Info nights for parents (ask SNSW to assist). • Insist on all volunteers and coaches doing Office of the Children’s Guardian’s Child Safe Training. • Consider appropriate adult conversations and language when children are present.

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8 Environments	Minimise the opportunity for abuse to occur	<ul style="list-style-type: none"> • SSF has clear set standards for behaviour expectations within its Code of Conduct • Recruitment policy is part of the SSF • Zero tolerance policy for abuse • Separate change rooms for TOs/volunteers and swimmers e.g. at SOPAC major events • Policies for overnight camps as per SSF • Child safeguarding policies e.g. ensure adequate adult supervision (mixed gender) at activities • Adult and child accommodation always separate • Child and adult never alone together 	<ul style="list-style-type: none"> • Only use one-way social media communication e.g. Team App • Always include a parent in club/squad communication • Close any vulnerable loophole opportunities for perpetrators to strike (physical and online environment) • Manage high risk areas e.g. change rooms • Lots of child safe signage visible e.g. in changerooms. • Educate all members and staff as to what is allowed and what is expected. • Offer separate adult and child change rooms. • Follow SSF for overnight camps or away meets • Ask children about their own safety concerns

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9 Review	Implementation of the Child Safe Standards is reviewed	<ul style="list-style-type: none"> • Make it easy for everyone to find the information on child safety processes (Swimming NSW website; Club House website) • Ongoing reviews of practice across the organisation • Offer regular webinars/Facebook live/social media updates regarding Child Safe Standards • Always strive to keep improving 	<ul style="list-style-type: none"> • Seek feedback from children, staff, volunteers and families • Ensure there is a good induction for new volunteers with regards to Child Safe Standards. • Regular Information Days for coaches; parents; volunteers; kids too. • Always strive to keep improving
10 Policies	Policies and procedures document how the organisation is child safe	<ul style="list-style-type: none"> • Swimming Australia recently upgraded the SSF and made it even more child focussed • SNSW Risk Management Plans • Develop child-friendly versions of policies • SNSW has child safe/SSF posters for clubs 	<ul style="list-style-type: none"> • Stay up to date with SSF and apply it to your club's environment. • Risk Management plans to include child safety • Social Media and technology policies are followed (from SSF) • Put up SNSW posters in visible locations – ask for more if required