

Child Safe Standards



#ChildSafeStandards

Implementation Guide for Swimming Clubs



The NSW Child Safe Scheme in the sport of Swimming

The NSW Office of the Children's Guardian's Child Safe Scheme requires, by law, child-related organisations in NSW to implement ten Child Safe Standards.

The Child Safe Standards provide a framework for creating child safe organisations. They are designed to drive cultural change to create, maintain and improve child safe practices.

Swimming NSW whole heartedly embraces the introduction of this key recommendation from the Royal Commission into Institutional Responses to Child Sexual Abuse and will support the induction of stakeholders into the framework.

When organisations implement the Standards, they build a culture where abuse of children is prevented, responded to and reported.

The Standards are based on the extensive research and consultation by the Royal Commission into Institutional Responses to Child Sexual Abuse. They provide clear guidance for organisations to create cultures, adopt strategies and act to put the interests of children first to keep them safe from harm.

We believe all organisations working with children should be child safe, and we want to provide children the environment and care they deserve. Thanks to Swimming Australia's Safe Sport Framework, Swimming NSW is already an established child safe environment with child focussed procedures embedded within all aspects of our sport within the state.

Swimming NSW is committed to implementing the Standards and to continually working to make our organisation safer for children. We know that this requires strong leadership and sustained, collective effort and action.

We'd like to thank our stakeholders for the positive work they are already doing to protect and empower children and young people in their clubs and communities.

In this guide, we will take club and area stakeholders through the ten Child Safe Standards and provide suggestions for practically implementing the framework at their local organisations.

For more information on the Child Safe Standards go to ocg.nsw.gov.au/child-safe-scheme.



is committed to implementing the Child Safe Standards.



For more information on the Child Safe Standards visit www.ocg.nsw.gov.au



Office of the Children's Guardian



Swimming NSW is committed to embedding child safety in our organisation by adopting Swimming Australia's Safe Sport Framework (SSF) and Codes of Conduct, and through compulsory Working With Children Checks (WWCC) for Swimming NSW staff, coaches, technical officials and support staff.

The SSF confirms the shared responsibility we all have for keeping each other safe in swimming - children and adults alike. It was first adopted by Swimming NSW in 2018, and updated recently in 2020.

Implementing Standard 1 at your club

- Adopt the Safe Sport Framework at a meeting, if you haven't done so already, 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.



In June 2016, Swimming NSW launched a pilot program for 13-18 years old swimmers called Lane Ropes to Leadership. The goal of Lane Ropes to Leadership was to establish a Swimming NSW Youth Advisory Panel (YAP), which is still going strong today!

The role of this panel is to discuss current issues related to swimming, and to develop ideas on how to improve the current state of swimming in NSW. The Swimming NSW Board and staff are committed to implementing the best ideas generated by this panel.

Implementing Standard 2 at your club

- Ask young people for their input and follow through on implementing their suggestions
- Appoint and engage Club Captains and Junior Committees
- Include a swimmer representative on main club committee
- Have swimmers contribute to decisions affecting them e.g. new coach employment, uniform, club nights, race meets or special events (see club example)
- Have senior swimmers contribute to or be responsible for club website, 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



Children are safer when organisations include parents, carers and families in their activities and consult them on children's development.

We strive to maintain a high standard of communication with our members through our known social media channels, e-newsletters and website.

To ensure complete transparency, when communication is necessary with members aged under 18, correspondence is sent to their parent/guardian only, or in addition to, the swimmer.

Implementing Standard 3 at your club

- Communicate with your members through club newsletters and social media
- Share Child Safe content from Swimming NSW channels with your members
- Host club meetings or Info Nights for all members to attend
- Request a Safe Sport Framework presentation for your members
- Child Safety focused information is readily available
- Member Protection Information Officers (MPIOs) are listed on your website and publicised
- Committee leadership team is easily identifiable at club nights (badges or a specific t-shirt etc.,) and have profiles and photos on your website
- Request feedback and input from families on club policies and practices
- Compulsory parent involvement e.g. timekeeping or BBQ roster



At Swimming NSW we uphold equity and diverse needs are taken into account. We do this through the support and implementation of Swimming Australia's Inclusion and Diversity Policy, through the implementation of the Inclusive Swimwear policy, by including dedicated Multi-Class meets and events in our Championship calendars, and by partnering with youth mental health organisations like ReachOut.com.au.

Implementing Standard 4 at your club

- Offer Multi-Class swimmers opportunities for competition and participation
- Offer squad alternatives for older kids e.g. yr 12 students 'swim fit'
- Empower swimmers to speak up through junior committees
- Take part in NAIDOC week
- Include an acknowledgement of country before the start of session
- Support LGBTI+ awareness and openness
- Support Mental Health week and use social media to share resources.
- Give particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds



At Swimming NSW we work to ensure that the people working with children are suitable and supported by requiring all staff to undergo a Working with Children Check, following the Safe Sport Framework recruitment policy, and requiring all staff to complete the Sport Integrity Australia Child Safeguarding course.

Implementing Standard 5 at your club

- Complete the Working with Children Check process in full by following up with verification of WWCC numbers submitted to you
- Always use accredited coaches and officials
- Follow the SSF Recruitment policy
- Nominate a Volunteer Coordinator position on your committee to assume recruitment duties
- 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



We know that child safe cultures create environments where stakeholders can identify and report suspected harm of children.

Swimming NSW follows the Safe Sport Framework complaint procedures. All stakeholder complaints are heard in complete confidence by a Swimming NSW Member Protection Information Officer (MPIO), and are taken seriously.

Implementing Standard 6 at your club

- Have qualified MPIOs at your club and ensure they are well known to all
- List MPIO contact information on your club website and other high traffic places
- Take all complaints seriously and follow the Safe Sport Framework – ensure 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 complaints



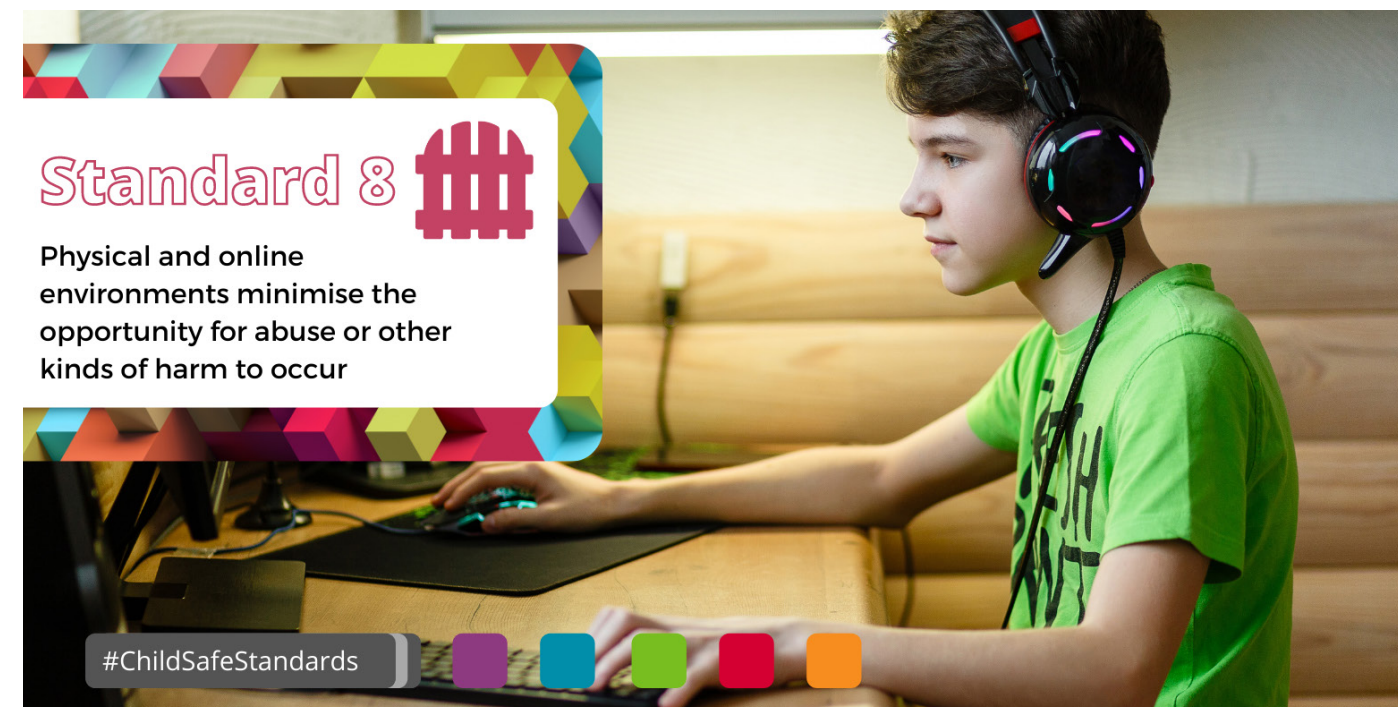
A child safe organisation promotes continuous learning and provides regular ongoing education and training.

Swimming NSW staff, coaches and leaders are informed how to look out for signs of vulnerable children and how to report complaints, as outlined in the Safe Sport Framework.

Accreditations are also kept up to date for courses that contribute to the safety of children including First Aid, CPR, COVID-19 infection control.

Implementing Standard 7 at your club

- Let your members/committee members know about free online training, for example:
 - Play By The Rules
 - Office of the Children's Guardian
 - Office of Sport
 - E Safety
- Offer regular Safe Sport Framework 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.



Swimming NSW has a zero-tolerance policy for abuse.

We have adapted our physical environments to minimise opportunities for abuse to occur, including implementing separate change rooms for Technical Officials or volunteers and swimmers at our events.

We also have long-held child safeguarding policies at overnight camps that ensure adequate mixed gender adult supervision, and that adult and child accommodation is always separate.

Implementing Standard 8 at your club

- Only use one-way social media communication for team messaging e.g. Team App
- Always include a parent in club/squad communication
- Complete a risk assessment and close any vulnerable loophole opportunities for perpetrators to strike (physical and online environment)
- Manage high risk areas e.g. change rooms
- Have child safe signage visible e.g. in changerooms.
- Educate all members and staff about your child safe procedures
- Offer separate adult and child change rooms
- Follow the Safe Sport Framework for overnight camps or away meets
- Ask children about their own safety concerns



Child safe organisations know it takes ongoing effort to maintain a safe environment for children.

To ensure all of our stakeholders can implement child safe measures, we have made it easy for everyone to find the information on child safety processes on Swimming NSW's main website and Club House website.

Swimming NSW also recently undertook an audit of policies and procedures to ensure they were up to date with the new Child Safe Standards.

Implementing Standard 9 at your club

- Seek feedback from children, staff, volunteers and families
- Ensure there is a thorough induction for new volunteers with regards to Child Safe Standards
- Offer regular information days for coaches, parents, volunteers and children
- Keep child safety on the agenda at every committee meeting



Swimming NSW's policies and procedures reflect the Child Safe Standards, which are thoroughly addressed in Swimming Australia's Safe Sport Framework (SSF), adopted by Swimming NSW in 2018. In 2020, Swimming Australia updated the SSF to make it even more child-centred, and we have embraced this fully.

The SSF confirms the shared responsibility we all have for keeping each other safe in swimming - children and adults alike.

Implementing Standard 10 at your club

- Stay up to date with the Safe Sport Framework and apply it to your club's environment.
- Update your Risk Management plans to include child safety
- Ensure SSF social media and technology policies are followed by educating members
- Put up NSW posters in visible locations – ask for more if required

Child Safe Scheme Resources



Office of the Children's Guardian Resources

Office the Children's Guardian website
ocg.nsw.gov.au/child-safe-scheme

Office of the Children's Guardian e-learning modules
ocg.nsw.gov.au/training-and-resources/elearning

Upcoming training and webinars
ocg.nsw.gov.au/events

Swimming NSW Resources

Club House Website - Safe Sport Resources
clubhouse.swimming.org.au/safe-sport

Swimming NSW Website - Safe Sport Framework
nsw.swimming.org.au/about-us-nsw/safe-sport-framework

Swimming NSW Club Newsletter- Hot off the Blocks
nsw.swimming.org.au/news/hot-off-the-blocks

Swimming NSW Club Committee Member Facebook Group
[Join here](#)
[Facebook Live Q&A Session: Watch](#)

Swimming NSW Staff Contact Info
nsw.swimming.org.au/about-us-nsw/our-people/staff

Swimming NSW Member Protection Information Officers
nsw.swimming.org.au/contact

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