

# CHILD SAFE ENVIRONMENT POLICY

## GUIDELINES FOR WORKING WITH CHILDREN

These guidelines are for all Skatescool coaches and other personnel to protect them from the risk and to keep children safe.

## MAINTAIN APPROPRIATE BOUNDARIES

Coaches and other personnel in positions of authority should maintain clear:

### PHYSICAL BOUNDARIES

- Use drills to develop fitness, not as a punishment
- Only use physical contact that is appropriate for the development of a particular skill
- Work within sight of others at all times

### EMOTIONAL / VERBAL BOUNDARIES

- Use positive feedback on performance, not negative feedback about the person.
- Be encouraging and avoid put-downs.

### SOCIAL BOUNDARIES

- Attend sport-related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialise with athletes outside sporting functions.

### SEXUAL BOUNDARIES

- Do not have sexual relationships with athletes you are coaching
- Do not touch athletes in ways likely to make them feel uncomfortable

### MINIMISE PHYSICAL CONTACT

Generally physical contact with players participants should be to:

- Develop sports skills
- Treat an Injury
- Prevent or respond to an injury
- Help keep them upright if they require assistance.

All physical contact by personnel should fulfill the following criteria:

- Physical contact should be appropriate for the development of skill/s
- Permission from the participant / student should always be sought
- Participants / students should be congratulated or comforted in public not in an isolated setting.

### AVOID BEING ALONE WITH A CHILD

To protect both yourself and a child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child.
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (eg other coaches, officials or parents / guardians).
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room.

### MAINTAIN CONTROL - AVOID LOOSING YOUR TEMPER

Adopt positive language and behavior (e.g. avoid bad or aggressive language that could intimidate a child or set a poor example).

If you find that you regularly loose your temper with children, you should seep support in learning how to manage children's behavior, or consider where you have the patience to work with children.

Some ideas to assist with maintaining controls include:

- Set up some basic rules at the beginning of the season such as: be fine but firm; be fair; follow instructions; have a go; and no put downs. Make sure children are aware of these rules. 'Nice but firm' avoids creating problems of ambiguity as it makes it clear where an adult stands in relation to the child. Being 'fair' is also important because of the strong message it sends to young, impressionable children.
- Give positive messages

# CHILD SAFE ENVIRONMENT POLICY

- Have a 'time out' area for children and young people who are not behaving. This should be simple, such as an agreed 'T' sign with the hand that children know means to go to time out for two minutes.
- Adopt a card system to express concerns with a child's rather than becoming verbally agitated. For example, a yellow card is a warning, two yellow cards means time out for two minutes.

## MAKE SURE PARENTS ARE CLEAR ABOUT COLLECTION OF THEIR CHILDREN

Parents need to be responsible for the collection of their children from practice and games. In the event that a child is not picked up a list of actions are:

- Refer to the enrolment sheet and call the parent/guardian and or their emergency contact numbers.
- Ensuring any parents that do not stay that they know the pick up times or when the lesson or event is over. Let them know it is not your responsibility to transport them home if parents are delayed.
- Asking the second to last child and their parent/guardian to wait with the coach/official and the child.
- If there are other people at the venue wait for the parent/guardian closer to those people. In the meantime try to make contact with the parent/guardian.

## AVOID TRANSPORTING STUDENTS/PARTICIPANTS

Ideally all students / participants should have their own transportation to and from sporting events. You should only provide transportation when:

- The driver is properly licensed to carry passengers, and
- Students/participants/parents/guardians are in the vehicle, and
- The ride has been approved in writing by the parents/guardians, and
- The ride is directly to / from sports or recreational activities.

You should also call someone and tell them what you are doing and the exact time you are leaving, so you are accountable for your time.

## QUALIFIED PERSONNEL SHOULD ATTEND TO INJURIES

Only personnel who are qualified in administering first aid or treating sports injuries should attempt to treat an injury. Personnel should avoid treating injuries out of sight of others. Other considerations include:

- The comfort level and dignity of the student/participant should always be the priority.
- Only uncover the injured area, or drape something over the private parts of the student/participant.
- Always report to parents any injuries incurred and any treatment provided, and document the incident in Skatescool's Accident Report Form. Email completed form to [kerryn@skatescool.com.au](mailto:kerryn@skatescool.com.au)
- If necessary, seek medical attention as soon as possible or recommend that parents seek medical attention.

Make sure you have read Skatescool's Blood Rules policy and ensure you know how to remove from a lesson or event any child who is bleeding, and to stop the flow of blood before allowing the child to rejoin the activity.

## SUPPORT PARTICIPANTS WITH DISABILITIES

It is important that participants with disabilities have the same opportunities to be involved in sport and recreation activities as able-bodied participants. This may require, where reasonable, the modification of games, equipment and rules.

## CLEAR GUIDELINES FOR PHOTOGRAPHING CHILDREN

It is important that Skatescool coaches and personnel understand current advice about acquiring and using images of children. Some key points include:

- Do not allow photographers (professional photographers, spectators, fans, coaches or members of the media) unsupervised or individual access to children.
- Ensure you inform the students/participants if you want to photograph or video them as a tool to analyse and improve performance. This is not advised and if warranted must be in the presence of the parent/guardian.
- Obtain the written consent of the parent/guardian and their agreement to be present before approving photo/video sessions outside the event venue or at the home of a child. Where possible have the photo taken at the event venue.
- If the photographs/videos are to be used generally (e.g., as teaching tools or for some other purpose such as for promotions reasons), obtain written consent of the parents that the photographs/videos can be

# CHILD SAFE ENVIRONMENT POLICY

use for those purposes. All skatescool members and parents/guardians of members have signed a written photographic release form. General Skating public and roller discos have not signed this waiver and photos should not be taken.

- Provide details of who to contact within the club or organization if concerns of complaints of inappropriate photographic behavior or content is raised. This is Kerry Brownson Director of Skatescool 0403 223 177, email [kerry@skatescool.com.au](mailto:kerry@skatescool.com.au).

There are some people who visit sporting events to take inappropriate photographs or video footage of children. You need to be alert to this possibility and report any concerns to Kerry at Skatescool or any skatescool Instructor or official.

These guidelines have been adapted from information from the:

- Play by the rules - [www.playbytherules.net.au](http://www.playbytherules.net.au)
- Child Protection in Sport Unit UK - [www.thecpsu.org.uk](http://www.thecpsu.org.uk)
- Australian Sports Commission = [www.ausport.gov.au/eithics/](http://www.ausport.gov.au/eithics/)
- New South Wales Department for Tourism Sport and Recreation - [www.dsr.nsw.gov.au/children](http://www.dsr.nsw.gov.au/children)

Policy Last Renewed: 25th of March 2015  
Renewed By: Kerry Brownson  
Title: Director Skatescool