



# TARGET RIFLE SOUTH AUSTRALIA INCORPORATED.

132-134 Wingfield Road WINGFIELD SA 5013  
ABN 98 431 402 140

## **CHILD SAFE POLICY**

*This Policy should be read in conjunction with the Target Rifle Australia Member Protection Policy adopted in 2020.*

Target Rifle South Australia Inc is committed to the wellbeing and safety of all members, in particular children and young people. Target Rifle South Australia recognises that children and young people have specific needs due to their age and development and that these must be considered by clubs, coaches, administrators and adult members.

### **1. Child Safe Environment**

A Child Safe Environment is one where the safety and wellbeing of the child is considered; where the child is encouraged to have fun and participate in club and association activities; feels valued and respected and is comfortable about expressing opinions on things that are important to him/her; and where the child feels safe to speak if they are concerned about something.

In order to promote this environment we will:

- Ensure that all members are aware of the Child Safe Policy and the Procedures and Guidelines for Working with Children (Attachment A) and be committed to ensuring that their club is a safe environment for young members
- promote and enforce our codes of behaviour, particularly for roles associated with children, parents, coaches and volunteers (Attachment B)
- support the implementation of a Risk Management strategy (Attachment C)
- ensure adherence, by all members, to normal firearm safety practice.
- ensure that instruction, supervision and participation of children is appropriate to their age and maturity level.
- ensure that children are treated respectfully by adult members, coaches, officials and other child members.
- ensure that rules of Fair Play are encouraged and practiced by all.
- ensure that children know what behaviour is considered appropriate within the club environment.
- encourage and involve children and young people and provide an environment in which they feel enabled to voice any concerns.
- choose suitable volunteers and coaches, and provide supervision and support to develop their skills.

## 2. Harassment and Bullying

Target Rifle South Australia opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage coaches, officials, administrators, and all members to take a stand against bullying behaviour when they see it. Individuals who believe that they, or another person, have been harassed, discriminated against or bullied are encouraged to advise the Child Safe Officer or a Board Member.

Any complaints will be managed according to the TRA Member Protection Policy which is outlined in Part 7 of the policy.

## 3. Coaches and Officials working with children

Coaches and Officials working with children, and any other volunteers who are 14 years and over, are required by Target Rifle South Australia to hold a current Working With Children Check issued by the Department of Human Services. They will also need to undertake a referee check to establish their experience and appropriateness in working with children. All volunteers are expected to comply with the Codes of Conduct detailed in Attachment B.

Target Rifle South Australia will ensure that there are opportunities for training and education to support them to meet their obligations.

## 4. Awareness of Child Abuse and Reporting Requirements

The Children and Young People (Safety) Act 2017 Section 30, makes it a legal requirement to report if you suspect on reasonable grounds that a child or young person is or may be at risk of harm. A Mandated notifier does not have to prove that harm has actually occurred.

Reasonable grounds to report suspected abuse and or neglect may include:

- When a child tells you they have been harmed,
- When your own observations of a particular child's behaviour and or injuries lead you to suspect a child is or may be at risk of harm,
- A child telling you they know of a person who has been harmed (they may possibly be referring to themselves),
- When you hear about it from someone who is in a position to provide reliable information.

**Mandated notifiers** within Target Rifle South Australia are:

- members, coaches and officials engaged in the delivery of services to children;
- members who hold a management position within their club or Target Rifle SA the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children or young people.

### **Action**

Coaches and Club Officials will be made aware of Training for Mandated Reporting when it is available and encouraged to attend.

Clubs and Coaches will be able to discuss any concerns they have with the TRSA Child Safe Officer – contact through the Wingfield phone number.

Notifications must be made to Child Abuse Report Line – 13 14 78 or online <https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect>  
The online reporting is for mandated notifiers reporting less serious concerns.

For information regarding what information is needed to include in your report see <https://www.sa.gov.au/topics/education-and-learning/health-wellbeing-and-special-needs/report-child-abuse/report-child-abuse>

## **5. Social Media**

Policy statement on Social Media is covered in the TRA Member Protection Policy section 6.10.

## **6. Complaints**

Policy statement on the complaint procedure is covered in the TRA Member Protection Policy section 7.

## **7. Communication**

Target Rifle South Australia will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

We also ask employees, volunteers and parents (where appropriate) to sign a written statement indicating that they have read and will abide by our child-safe policy. We retain a copy of all signed statements.

**Approved by Target Rifle South Australia Board**      **revised January 2021**

This Policy is due for revision no later than January 2026.

# Attachment A

## Procedures and Guidelines for Working with Children

These guidelines are for coaches, officials, volunteers, and other personnel in clubs affiliated with Target Rifle South Australia, to protect them from risk and to keep children safe. Everyone must:

- comply with the standards of behaviour outlined in our policy
- treat others with respect
- always place the safety and welfare of children above other considerations
- be responsible and accountable for their behaviour
- follow the guidelines outlined in this document if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

### **Maintain appropriate boundaries:**

Those in positions of authority should maintain clear boundaries:

#### ***Physical boundaries:***

- Only use physical contact that is appropriate for the development of a particular skill and meet the specific requirements of the sport, or
- Treat, prevent or respond to an injury
- Work within sight of others at all times.

*All physical contact by personnel should be to fulfil the following criteria:*

- Physical contact should be appropriate for the development of sport skills
- Permission from the athlete should always be sought.
- Athletes should be congratulated or comforted in public – not in an isolated setting.

#### ***Emotional/verbal boundaries:***

- Use positive and encouraging feedback on performance. (Avoid put-downs and other negative feedback)
- Adopt positive language behaviour (avoid bad or aggressive language that could intimidate a child or set a poor example.)

#### ***Social Boundaries:***

- Do not socialize with athletes outside sporting functions but do attend sport-related events, fundraising events, annual meetings and other celebrations etc.

#### ***Sexual boundaries:***

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

#### ***Social Media***

- Adhere to the spirit of these guidelines and the Target Rifle Australia Member Protection Policy section that covers Social Media.

### **Avoid being alone with a child:**

*To protect 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 (e.g. 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 with children.

## **Transporting children:**

*Ideally, all children athletes should have their own transportation to and from events. You should only provide transport when:*

- The driver is properly licensed to carry passengers
- Other players/parents/participants/guardians are in the vehicle
- The ride has been approved in writing by parents/guardians
- The ride is directly to/from the sporting activity.
- The vehicle has proper insurance and child seats/seat belts are correctly fitted.

## **Overnight away trips:**

- Make sure you have adequate supervision.
- If you are taking a mixed or an all-girls group, there must be at least one woman accompanying the group. If you are taking an all-boys group, there must be at least one man accompanying the group.
- If there is only one adult accompanying you, it should not be a relation or partner.
- At least one adult should have a current first aid certificate.
- Adults should not share rooms with children.
- Ensure emergency procedures are in place to enable supervising adults to respond to any alarm raised by a child (more than one adult should respond.)
- Adults attending overnight or away trips must have a current Working With Children Check.

## **Qualified personnel should attend to injuries:**

*Only persons who are qualified in administering first aid or treating injuries should attempt to treat an injury.*

- Personnel should treat injuries where they are in sight of others.

*Other considerations include:*

- The comfort level and dignity of the participant should be a priority
- Only uncover the injured area, or drape something over the private parts of the participant.
- Always report to parents any injuries incurred and treatment provided and document an incident. Clubs and the Association should keep an injury register that will contain basic information about the time and date of the injury, where it occurred, the nature of the injury, the treatment provided and by whom, and whether further medical attention was required or recommended.

## **Have clear guidelines for photographing children**

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

- Do not allow photographers (be they professional, spectators, coaches, media etc.) unsupervised or individual access to children.
- Obtain the written consent of the parent/guardian and their agreement to be present before approving photo/video sessions.
- Ensure you inform the athlete and parents if you want to photograph or video the athlete as a tool to analyse and improve performance.
- If the photographs/videos are to be used generally, as a teaching tool or for promotional purposes, obtain the written consent of the parents that the photographs/videos can be used for those purposes.

*It should be noted that there are some people who visit sporting events to take inappropriate photographs of children.*

## **Maintain control**

*Being fair is also important because of the strong message it sends to young impressionable children.*

- Set up basic rules, make sure these rules are understood.
- Give positive messages
- Adopt a card system to express concerns with behaviour (rather than losing your cool!!!) (eg a yellow card is a warning – a red card means they leave the firing point.)

## **Make sure parents are clear about collection of their children**

*Parents need to be responsible for the collection of their children. A list of actions include:*

- Have a register of parent/guardian emergency contact numbers.
- Ensure parents are aware of practice and club meeting times and when their children should be collected.
- Ask parents to collect their child from the clubroom where people will be present.
- Avoid the risk of being alone with a child – ensure a parent or coach is with you until the last child has left.

# Attachment B

## B-1 GENERAL CODE OF CONDUCT (from Target Rifle Australia Member Protection Policy)

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Target Rifle Australia (TRA) expects high standards of behaviour from all people involved in the sport. It is vital that the integrity of the sport is maintained in accordance with the four guiding principles: Fairness, Respect, Responsibility and Safety as outlined in *The Essence of Australian Sport's* Universal Code of Behaviour.

As a person required to comply with this policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by TRA or a Club affiliated with TRA, and in any role you hold within TRA, or a Club:

### ***Fairness***

1. Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
2. Encourage opportunities for participants to learn appropriate behaviours and skills.
3. Encourage participation in all aspects of the sport.
4. Be fair, considerate and honest in all dealing with others.

### ***Respect***

5. Treat each person as an individual.
6. Be a positive role model.
7. Display control, tolerance and courtesy to all involved with the sport.
8. Value the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
9. Do not use your involvement with Target Rifle Australia, a Full Member, Associate Member or a Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of TRA, a Full Member, Associate Member or the Clubs.

### ***Responsibility***

10. Ensure interaction with persons under the age of 18 years is appropriate and that unaccompanied and unobserved activities are avoided wherever practical.
11. Adopt appropriate behaviour in relation to the use of alcohol and recreational and performance enhancing drugs.
12. Act with integrity and accept responsibility for your actions.
13. Make a commitment to providing quality service.
14. Understand your responsibility if you breach or are aware of any breaches of this Code of Conduct (see Target Rifle Australia Member Protection Policy)

### ***Safety***

14. Ensure your actions contribute to a safe environment.
15. Ensure your actions contribute to a harassment free environment.
16. Do not tolerate violence or abusive behaviours.
17. Show concern and caution towards others who may be sick or injured.

## **B-2 COACH CODE OF CONDUCT**

**(from Target Rifle Australia Member Protection Policy)**

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In addition to the General Code of Conduct, coaches must meet the following requirements in regard to conduct during any activity.

1. Treat all athletes with respect at all times. Be honest and consistent with them.
2. Honour all promises and commitments, both verbal and written.
3. Provide feedback to athletes in a caring sensitive manner to their needs. Avoid overly negative feedback.
4. Recognise athletes' rights to consult with other coaches and advisers. Cooperate fully with other specialists (e.g. sports scientists, doctors, physiotherapists etc.).
5. Treat all athletes fairly within the context of their sporting activities, regardless of age, gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other condition.
6. Encourage and facilitate athletes' independence and responsibility for their own behaviour, performance, decisions and actions.
7. Involve the athletes in decisions that affect them.
8. Determine, in consultation with athletes and others, what information is confidential and respect that confidentiality.
9. Encourage a climate of mutual support among your athletes.
10. Encourage athletes to respect one another and to expect respect for their worth as individuals regardless of their level of play.
11. At all times use appropriate training methods that in the long term will benefit the athletes and avoid those which could be harmful.
12. Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the athletes.
13. Be acutely aware of the power that you as a coach develop with your athletes in the coaching relationship and avoid any sexual intimacy with athletes that could develop as a result.
14. Avoid situations with your athletes that could be construed as compromising.
15. Refrain from any form of sexual harassment towards athletes. Any physical contact with a person should be appropriate to the situation and necessary for the athlete's skill development.
16. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance.
17. Respect the fact that your goal as a coach for the athlete may not always be the same as that of the athlete. Aim for excellence based upon realistic goals and due consideration for the athlete's growth and development.
18. Recognise individual differences in athletes and always think of the athlete's long term best interests.
19. Help each athlete reach their potential
20. Set challenges for each athlete which are both achievable and motivating.
21. At all times act as a role model that promotes the positive aspects of sport and of shooting by maintaining the highest standards of personal conduct and projecting a favourable image of the sport of shooting and of coaching at all times.
22. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your athlete.
23. Encourage athletes and coaches to develop and maintain integrity in their relationship with others.
24. Respect other coaches and always act in a manner characterised by courtesy and good faith.
25. When asked to coach an athlete, ensure that any previous coach-athlete relationship has been ended by the athlete/others in a professional manner.



26. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
27. Know and abide by TRA rules, regulations and standards, and encourage athletes to do likewise. Accept both the letter and the spirit of the rules.
28. Be honest and ensure that qualifications are not misrepresented.
29. Be open to other people's opinion and willingness to continually learn and develop.

## **B3: OFFICIALS CODE OF CONDUCT** (from Target Rifle Australia Member Protection Policy)

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In addition to General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by TRA LTD, a Member Organisation or a Club and in your role as an official appointed by TRA LTD, a Member Organisation or a Club:

1. Place the safety and welfare of the athletes/participants above all else.
2. Accept responsibility for all actions taken.
3. Condemn unsporting behaviour and promote respect for all participants.
4. Avoid any situation that may lead to a conflict of interest.
5. Be courteous, impartial respectful and open to discussion and interaction.
6. Value the individual in sport.
7. Encourage and promote rule changes that will make participation more enjoyable
8. Encourage inclusivity and access to all areas of officiating.

## **B-4 ATHLETES CODE OF CONDUCT** (from Target Rifle Australia Member Protection Policy)

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In addition to the General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity

1. Give your best at all times
2. Participate for your own enjoyment and benefit.
3. Respect the rights, dignity and worth of fellow athletes, coaches, officials and spectators.
4. Refrain from conduct which could be regarded as sexual or other harassment towards fellow athletes and coaches.
5. Respect the talent, potential and development of fellow squad members and competitors.
6. Care and respect the equipment provided to you as part of your program.
7. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
8. Conduct yourself in a professional manner relating to language, temper and punctuality.
9. Maintain high personal behaviour standards at all times.
10. Abide by the rules and respect the decision of the adjudicator, making all appeals through the formal process and respecting the final decision.
11. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
12. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.

# **B5: ADMINISTRATOR (VOLUNTEER) CODE OF CONDUCT**

**(from Target Rifle Australia Member Protection Policy)**

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In addition to the General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of TRA LTD, a Member Organisation or a Club and in any role as an administrator of TRA LTD, a Member Organisation or a Club:

1. Be fair, considerate and honest in all dealing with others.
2. Be professional in, and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
3. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
4. Resolve conflicts fairly and promptly through established procedures.
5. Maintain strict impartiality.
6. Maintain a safe environment for you and others.
7. Be aware of your legal responsibilities.
8. Be a positive role model for others
9. Act honestly, in good faith and in the best interests of the sport as a whole.
10. Ensure that any information acquired, or advantage gained from the position is not used improperly.
11. Conduct responsibilities with due care, competence and diligence.
12. Do not allow prejudice, conflict of interest or bias to affect your objectivity.

## **B-6 PARENT/GUARDIAN CODE OF CONDUCT** **(from Target Rifle Australia Member Protection Policy)**

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Parents, guardians, and other responsible persons for minors that otherwise participate in events and competitions, agree to be bound to this Policy by virtue of their child or minor's participation.

In addition to the General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity.

1. Treat your child the same irrespective of them winning or losing.
2. Remember that your child participates in the sport of shooting for their enjoyment not yours.
3. Try to have fun when you are around your children at competitions.
4. Well-directed humour can be a great de-stressor.
5. Look relaxed, calm and positive on the sidelines.
6. Make friends with other parents at competitions.
7. Get involved in appropriate ways if your child or the coach behaves in unacceptable ways during competitions.
8. Respect officials' and coaches' decisions and teach children to do likewise.
9. Show appreciation for coaches, officials and administrators.
10. Understand that children will benefit from a break sometimes and that involvement in other sports is okay.
11. Be there when your child performs poorly. Be an understanding listener rather than a critic, judge and/or fixer.
12. Be prepared to give your child some space so that he/she can grow and develop as an independent person.
13. Let your child know that your love for them is not associated with their sporting performances.
14. Communicate with your child and ask them how they are really feeling about their sport and about competing in particular.
15. Occasionally let your child compete without you being there and hovering over them.
16. Emphasise the good things your child did in preparing for and during the competition.
17. Try to avoid:
  - Saying "we're competing today". Instead say "you're competing today". Give your child credit for accepting the responsibility of performing.
  - Getting too pushy or believe that you are indispensable. Let the coach do the coaching.
  - Living through your child's performances.
  - Turning away when your child performs.
  - Turning away when your child's behaviour is unsportsmanlike.
  - Telling your child what he/she did wrong after a tough race.
  - Making enemies with your child's opponents or family during a competition.
  - Making your child feel guilty by reminding them about all the time, money and sacrifices you are making for his or her sport.
  - Thinking of your child's sporting performances as an investment for which you expect a return.
  - Badgering, harassing or use sarcasm to motivate your child.
  - Comparing your child's performances with those of other children.
  - Forcing your child to go to training. If they are sick of training find out why and discuss it with them.
  - Ridiculing or yell at a child for making a mistake or losing a competition.

## C Child Risk Assessment and Action Plan

Risk Area	Action proposed by TRSA
<p><b><u>Coaches</u></b></p> <ul style="list-style-type: none"> <li>• Adequate qualifications</li> <li>• Appropriate behaviour/manner with children</li> </ul>	<p>TRSA will ensure that all coaches:</p> <ul style="list-style-type: none"> <li>• have current coach accreditation</li> <li>• have undertaken the Play by the Rules online training for Child Protection and Harassment and Discrimination</li> <li>• have current Working with Children's check</li> <li>• understand appropriate behaviour around children and young people, and have read and follow the Child Safe Policy and the Procedures and Guidelines</li> <li>• know the procedures for reporting child abuse</li> <li>• observe the codes of conduct</li> <li>• be removed from the role in the event they prove unsuitable</li> <li>• know who the Child Safe Officer is and how to contact them</li> </ul>
<p><b><u>Athletes</u></b></p> <ul style="list-style-type: none"> <li>• Understand firearm safety</li> <li>• Injury Prevention</li> <li>• Behavioural issues</li> </ul>	<p>TRSA will ensure that athletes</p> <ul style="list-style-type: none"> <li>• are taught firearm safety and appropriate behaviour on the range</li> <li>• are taught appropriate warm up and preparation for sport to prevent injury</li> <li>• wear suitable shooting clothing that supports the athlete</li> <li>• are provided with information on self-care and injury prevention</li> <li>• observe the codes of conduct</li> <li>• be suspended in the event they continually present with bad behaviour, refuse to comply with the rules, or disregard safety requirements.</li> </ul>
<p><b><u>Interstate Travel or Camps etc.</u></b></p> <ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Supervision</li> <li>• Transport</li> </ul>	<p>When travel interstate, to another venue or in a camp situation, TRSA will organise</p> <ul style="list-style-type: none"> <li>• Male and female adult supervisors for camps</li> <li>• All adults and volunteers over 14 years, are required to have a Working with Children Check</li> <li>• Appropriate information to parents to make informed decisions</li> <li>• Appropriate rooming arrangements for athletes</li> </ul>
<p><b><u>Driving</u></b></p> <ul style="list-style-type: none"> <li>• Child safety</li> <li>• Parent consent</li> <li>• Rules for drivers</li> </ul>	<p>TRSA will ensure that</p> <ul style="list-style-type: none"> <li>• Drivers of groups have a current driver's licence</li> <li>• Drivers are police checked for driving offences</li> <li>• Hire road worthy vehicles</li> <li>• Drivers will be expected to refrain from drinking alcohol when driving children or young people</li> </ul>
<p><b><u>Parents</u></b></p> <ul style="list-style-type: none"> <li>• Behavioural issues</li> <li>• Parental consents</li> </ul>	<p>TRSA will ensure that parents</p> <ul style="list-style-type: none"> <li>• are consulted and informed of activities, progress and any other information directly affecting their child</li> <li>• are sought for signed permission for photographs of their child, for any physiotherapy testing, attendance at events, being driven to a venue by another coach or parent of another child</li> <li>• observe the codes of conduct.</li> </ul>
<p><b><u>Organisational Issues</u></b></p>	<ul style="list-style-type: none"> <li>• TRSA has a Child Safe Policy and Guidelines for coaches and volunteers to follow. This is available on the TRSA website.</li> <li>• On-going review of policy and guidelines.</li> <li>• TRSA has a Child Safe Officer.</li> </ul>