



SUSF CHILD PROTECTION STANDARDS

1. INTENT

Sydney Uni Sport & Fitness (**SUSF**) is firmly committed to the protection of children and young people. These Standards set out SUSF's requirements in relation to acceptable and unacceptable behaviours and practices when dealing with children (under 16 years) and young people (aged 16-17 years).

2. SCOPE

These standards apply to all employees, athletes, coaches, club officials, sub-contractors, contractors, labour-hire employees, work experience students and volunteers of SUSF (**SUSF Personnel**) when dealing with children or young people:

- a. in the course of delivering and managing SUSF activities and programs or at SUSF-related events; and
- b. who attend or have previously attended SUSF activities and programs (including outside of work).

These Standards do not represent a full statement of all behaviours and practices that may be unacceptable or inconsistent with your obligations in relation to child protection. All SUSF Personnel must comply with these Standards and, in cases where conduct is not dealt with specifically by this document, conduct themselves consistently with the key responsibilities and good practice outlined below. Failure to do so may result, in the case of employees and volunteers, in disciplinary action, or the ending of a contractor's agreement with SUSF. SUSF may also be required to report conduct to relevant child protection bodies consistently with the SUSF Child Protection Policy.

These Standards supplement other policies standards which may apply to participants in activities and programs and SUSF Personnel with particular responsibilities, including (without limitation) the *SUSF Child Protection Policy*, *SUSF Staff Code of Conduct*, the *SUSF Sporting Code of Conduct*, the *SUSF Harassment, Discrimination, Vilification and Victimisation Policy*, the *SUSF Social Media Policy*, the *SUSF Bullying Policy*, the *SUSF Work Health & Safety Overarching Policy* and the *Staff Handbook - School Holiday Program*.

3. KEY RESPONSIBILITIES

SUSF Personnel are required to:

- Recognise that as an adult involved in a child-related role, you are in a position of power and influence over children and young people in your care, and that you must behave in a professional and appropriate manner to ensure that their safety and wellbeing is maintained.
- Maintain clear professional boundaries with children and young people, and their families.
- Where unsure about behavioural standards, seek guidance from SUSF managers.
- Be proactive and demonstrate sensitivity and awareness of the SUSF Child Protection Policy and these Standards.

4. REQUIRED BEHAVIOURS AND PRACTICES

The following behaviours reflect good practice and are required by SUSF:

1. Always have another adult present when with a child or young person, for example when conducting coaching or instruction, or supervising children or young people during transport or other activities outside of SUSF facilities. Make sure any one-on-one contact with a child or young person occurs in a location that is visible and accessible to others.
2. Ensure an appropriate level of supervision relative to child or young person's age, maturity, capabilities, level of experience and the nature of the activity and venue.
3. Develop routines and structures that have clear boundaries of acceptable and professional adult/child interaction. When



acting as a mentor or coach to a child or young person, develop a relationship with clear professional boundaries that cannot be misinterpreted as a personal rather than a professional interest in the child or young person.

4. Account for the age and maturity of children and young people when planning activities, including events outside SUSF facilities.
5. Speak to children and young people with respect, courtesy, impartiality and sensitivity.
6. Limit any physical contact with a child or young person to that which is appropriate and professional, and which ensures that the child or young person feels comfortable (for example by shaking hands, or providing a congratulatory pat on the back). Be alert to cues about how comfortable they are in your proximity and respect individual needs for personal space. If you intend to make physical contact with participants as part of a coaching or similar activity, you should explain the activity and what you will do in advance.
7. Report concerns if you have reasonable grounds to suspect that a child or young person is at risk of significant harm in accordance with the SUSF Child Protection Policy, or if you have reason to suspect that another SUSF Personnel member has engaged in misconduct towards a child or young person.
8. Manage allegations (disclosures) of child abuse or related concerns through established processes and reporting lines to ensure there is due process and natural justice.
9. Be aware of how cultural norms, personal circumstances and the particular characteristics or vulnerabilities of a child may influence the interpretation of your behaviour towards a child or young person. Be especially sensitive when interacting with children who have a known disability or poor awareness of 'boundaries'.
10. Comply with all School Holiday Program policies when working in the SUSF School Holiday Program (see *Staff Handbook – School Holiday Program*).

5. PROHIBITED BEHAVIOURS AND PRACTICES

The following behaviours reflect unacceptable practice and are prohibited by SUSF. Some of these behaviours may also amount to criminal acts:

1. Leaving children/young people unsupervised or unattended in the course of your responsibilities with SUSF.
2. Doing things of a personal nature that a child or young person can do for themselves, such as changing clothes, stretching or going to the bathroom.
3. Making discriminatory comments to or about children or young people on the basis of disability, gender, sexuality, age, race or other grounds of unlawful discrimination.
4. Public discipline, humiliation or threatened or actual physical punishment of a child or young person.
5. Swearing at or in the presence of a child or young person, or using insulting, provocative, obscene, offensive or hateful language.
6. Engaging in a practice of cheek kissing or hugging a child or young person, such as in the form of a greeting or when congratulating a child or young person.
7. Undressing in front of children or young people.
8. Conversing about sexual matters with children or young people, or telling jokes of a sexual nature.
9. Having sexual relationships or engaging in sexual misconduct with or in the presence of a child or young person, including grooming behavior or child pornography.
10. Engaging in the bullying, harassment, assault, ill-treatment or neglect of a child or young person, or any behavior that causes psychological harm to a child or young person.
11. Making sexually suggestive remarks or actions, obscene gestures or showing inappropriate photographs or videos to a child or young person, or deliberately exposing a child or young person to the sexual behaviour of others, including access to pornography.
12. Arranging activities or meetings alone with a child or young person that are not approved by SUSF and the parent/caregiver.



6. GUIDANCE ON SPECIFIC CIRCUMSTANCES

Photography and camera usage

To ensure the proper safeguarding of children and young persons, only authorised SUSF Personnel are permitted to take, publish or post photos or videos of children and young persons on or within SUSF facilities or at SUSF-related events such as carnivals and competitions (including on social media).

The Board consent must be provided before any non-authorised SUSF Personnel is permitted to take, publish or post such photos or videos of children or young persons. In order to obtain such consent, the relevant SUSF Personnel must contact the Legal Counsel at n.brown@sport.usyd.edu.au.

Alcohol and drugs

SUSF Personnel must not condone in any way children or young people obtaining or consuming alcohol, cigarettes, illicit substances or non-prescription drugs. If you become aware or suspect that a child or young person has engaged in such behaviour, you should immediately notify your Senior Manager in relation to your concerns.

Medical conditions and allergies

SUSF has in place processes for obtaining medical information about children and young people who participate in SUSF programs and activities in order to ensure that matters such as allergies and medical conditions are known by suitable personnel. SUSF Medical Consent Forms are required for all participants, including children and young people.

SUSF Personnel must comply with any SUSF directions in relation to the storage and possession of medications, compliance with Medical Management Plans and associated matters.

See also: School Holiday Program Medical Conditions Policy.

Collecting children after SUSF activities

Parents/guardians are responsible for transporting their children/young persons to and from SUSF activities. If it appears that you will be left alone with a child or young person (for example at the end of training), you should ask another member of SUSF Personnel to remain present with you until the child is collected.

SUSF Personnel should refuse or challenge any person who arrives to collect a child or young person who is not recognized or authorized to collect the child or young person.

See also: School Holiday Program Delivery & Collection of Children Policy.

Travel and transport outside of SUSF facilities

When children or young people need to be transported by SUSF Personnel, you should ensure that:

- there is more than one adult accompanying the group or in the relevant vehicle at all times; and
- the arrangement is known and approved in advance by SUSF and, where appropriate, by parents/caregivers in writing. This approval from parents should be sent to the Personnel's Manager.

Grooming behaviour

Grooming behaviour refers to a pattern of conduct that is consistent with preparing a child or young person for sexual activity. It is a form of conduct that involves crossing professional boundaries, and is unacceptable practice that is prohibited by SUSF.

Grooming behaviours create a sense of a 'special' relationship with an individual child or young person. For example, this



may involve the adult providing inappropriate gifts or favours, inappropriate additional time and attention, or inappropriate latitude to overstep rules that are not given to others. Grooming may also involve conduct to test boundaries and the response of a child or young person to inappropriate physical contact or conduct, for example by encouraging non-sexual physical contact, talking about sexual and intimate matters, 'accidental' intimate touching or undressing in front of a child. Grooming conduct may also overlap with other forms of unacceptable practice, such as inappropriate personal communications or social media contact that explores sexual or intimate feelings. An adult requesting that a child keep any aspect of their relationship secret or using tactics to keep any aspect of the relationship secret is characteristic grooming.

Social events

SUSF encourages a positive atmosphere and community to support and enrich our programs and activities for children and young people. SUSF may arrange or approve social events involving SUSF Personnel and children and young people, sometimes with their families and caregivers.

It will generally be inappropriate for SUSF Personnel to attend social events or engagements with children or young people outside these approved events. This should only occur with the informed consent of the parent/caregivers and SUSF.

Social Media and online communications

SUSF Personnel must not connect with, befriend, mention or communicate with children or young people via their personal social media or online channels.

See also: SUSF Social Media Policy

7. REPORTING

If any SUSF Personnel becomes aware of an actual or potential breach of this policy, this should be reported immediately to their Senior Manager.

8. REFERENCES

This Policy is effective as at the date of commencement listed in this Policy. To the extent that this Policy describes benefits and entitlements, these are discretionary in nature and are not intended to be contractual or binding on Sydney Uni Sport & Fitness. If this Policy specifies entitlements granted under federal or state legislation, then these entitlements arise from this legislation and not Sydney Uni Sport & Fitness' policies and procedures, and as such, may change from time to time following relevant legislative amendments.

Whilst all SUSF Personnel are required to familiarise themselves and comply with the obligations set out in this Policy, this Policy does not form part of any contract between any SUSF Personnel and Sydney Uni Sport & Fitness. Any reference to obligations or requirements of Sydney Uni Sport & Fitness in this Policy does not, and is not intended to, give rise to contractual obligations binding on Sydney Uni Sport & Fitness. Sydney Uni Sport & Fitness may amend or remove any aspects of this Policy at any time within its absolute discretion, and may deviate from the steps set out in this Policy in particular cases, depending on the circumstances involved.



9. ABOUT THIS POLICY

All individuals subject to this Policy are required to comply with its terms. However, to the extent this Policy describes benefits or entitlements provided by SUSF; these are discretionary in nature and are not intended to be contractual or binding on SUSF.

Subject	Child Protection Standards
Authorised by	Chief Executive Officer
Contact	HR Department
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