

Rowing Ballarat

Child Safe Code of Conduct

We want Children and Young People (CYP) in rowing to feel safe, included, encouraged, and supported – essentially, to enjoy themselves so that they keep participating. To make sure that we create this environment, Rowing Ballarat's Child Safe Code of Conduct requires everyone involved in Rowing Ballarat (RB) to abide by certain behavioural standards when it comes to dealing with CYP. The table below summarises those requirements.

The Code of Conduct applies in all rowing environments including; regattas, camps, club activities, and training, as well as in the use of digital technology and social media. The Code of Conduct should be adhered to alongside the RB Child Safe Policy and other relevant RB policies. By observing these requirements, you acknowledge your responsibility to immediately report any breach of this code to the RB President via an Incident Report. This Code of Conduct will be reviewed by RB on an annual basis.

All behaviour towards CYP should consider the needs and safety of:

- indigenous CYP;
- CYP from culturally and linguistically diverse backgrounds; and
- CYP with a disability.

Rowing Ballarat Child Safe Code of Conduct Requirements

1 **Language, Discussions, and General Behaviour:**

- a) Should provide clear direction, encourage, and affirm CYP and boost their confidence.
- b) Should be inclusive, and respect and listen to the ideas and opinions of all involved.
- c) Should respect cultural, religious, and political differences, and be delivered in a culturally sensitive manner, particularly when interacting with CYP who are Aboriginal or otherwise culturally or linguistically diverse, and those with a disability.
- d) Should NOT ignore or disregard any concerns, suspicions, or disclosures raised regarding CYP.
- e) Should NOT be harmful – i.e., derogatory, threatening, frightening, profane, prejudice, discriminatory, racist, sexual, oppressive.
- f) Should NOT discriminate on the basis of age, gender, race, culture, vulnerability, or sexuality.

2 **Adhering to professional role boundaries:**

- a) Act only within the confines of your duties/role (e.g., if you're a coach, just be a coach).
- b) Respect the privacy of CYP and their families, and only disclose information to individuals who have a need to know.
- c) Avoid developing 'special' relationships with specific children or showing favouritism through inappropriate attention.
- d) Unless with express consent, do NOT:
 - i. Provide unauthorised transportation to CYP.
 - ii. Engage in activities or seek contact with CYP outside of rowing.
 - iii. Involve yourself in CYP in rowing's private and/or family matters, unless you reasonably believe or suspect that they are at risk of harm.
 - iv. Provide support to CYP or their families that is unrelated to rowing.
 - v. Accept an invitation to attend any private social function at the request of CYP or their family/carer in rowing (current or past) unless there was an existing social, personal, or family relationship.
- e) If any of the above occur or you are made aware of a kid requiring assistance outside the confines of your role, either contact their parent/guardian, an appropriate senior club person, or seek advice from Rowing Ballarat.

3	<p>Sending electronic communications to CYP (emails, texts, and other direct messages):</p> <ul style="list-style-type: none"> a) Must copy parent(s)/guardian(s) into any email, text, or any other form of authorised electronic communication message. b) Must only communicate with CYP regarding issues relevant to rowing. c) Ensure that any messages are polite/friendly and in no way sexual in nature. d) Must not communicate with CYP, request to be “friends” or “follow” CYP using Internet chat rooms, social networking sites, game sites, instant messaging, or anything of a similar nature, particularly to encourage social contact of an unauthorised nature. e) Must not request that CYP keep communication a secret. f) For further guidance, please see the RV Child eSafety Guide.
4	<p>Supervision of CYP – When supervising CYP in rowing:</p> <ul style="list-style-type: none"> a) Avoid unsupervised situations with CYP wherever possible - you should always be in view of other adults. If not possible, appropriate senior adults must be aware of the work you are doing with CYP. b) Avoid using CYP in any way to meet the needs of adults. c) Engage positively with our sport. d) Model appropriate adult behaviour, ensuring yourself and CYP behave appropriately towards one another. e) Take all reasonable steps to protect CYP from abuse, ensuring that you are in a safe environment, protected from external threats.
5	<p>Physical Contact with CYP:</p> <ul style="list-style-type: none"> a) Must be appropriate and necessary to the delivery of our sport and based on the needs of the CYP (i.e. to comfort if distressed). Coaches should: <ul style="list-style-type: none"> i. ensure that there are other adults present whenever coaching; ii. take care to explain the procedure to CYP prior to beginning any physical contact; and iii. obtain consent from the athlete prior to beginning any physical contact. b) Unless for medical or allied health purposes by a health care professional, contact must not: <ul style="list-style-type: none"> i. Involve touching genitals, breasts, or buttocks. ii. Appear to have a sexual connotation. iii. Be intended to cause pain or distress. iv. Be overly physical (e.g., wrestling, tickling, etc). v. Be unnecessary (e.g., assisting CYP with toileting when they don’t need help). vi. Be initiated against the wishes of CYP (unless to prevent injury, in which case physical restraint should be a last resort). c) Physical contact initiated to, or by, CYP that is sexual and/or inappropriate must be reported to your clubs Member Protection Information Officer (MPIO) or Rowing Victoria as soon as possible.

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Sexual Misconduct:

- a) No form of “sexual behaviour” is to occur between, with, or in the presence of CYP in rowing, even if the CYP are above the legal age of consent – 16 years. Improper conduct of a sexual nature by an adult towards CYP includes any form of child sexual abuse including but not limited to:
- i. inappropriate conversations of a sexual nature;
 - ii. obscene language of a sexual nature;
 - iii. suggestive remarks or actions;
 - iv. jokes of a sexual nature;
 - v. obscene gestures;
 - vi. unwarranted and inappropriate touching (as outlined above);
 - vii. sexual exhibitionism;
 - viii. use of any device to show/watch offensive material; and
 - ix. any other action that could lead to a child being physically, emotionally, or psychologically harmed.

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Positive Guidance and Discipline:

We want to create a positive environment for everyone involved with Rowing Victoria, understanding that CYP need to understand the acceptable limits of their behaviour, whilst ensuring that:

- a) We give CYP clear direction.
- b) CYP are given an opportunity to redirect their misbehaviour in a positive way.
- c) Behaviour management strategies are fair, respectful, and appropriate to CYP’s developmental stage.
- d) No physical punishment, cruel/degrading/humiliating/etc treatment is used.
- e) Under no circumstances is physical punishment to be used, nor any other treatment that could be considered as degrading, cruel, frightening, humiliating or discriminatory.

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Giving gifts to CYP: Must always be authorised by parents/guardians.

9	<p>Photographs/video footage of CYP:</p> <ul style="list-style-type: none">a) You may only take photographs or video footage of CYP involved in rowing if:<ul style="list-style-type: none">i. prior approval has granted by their parent(s)/guardian(s); andii. the context of the photo/footage is directly related to rowing;iii. CYP are appropriately dressed and posed; andiv. the image/footage is taken in presence of others involved in rowing;b) Images must not be distributed to anyone other than CYPs, their parents/guardians, or Rowing Ballarat, without knowledge and approval of a parent/guardian and nominated senior person at your club.c) Images must not be exhibited online without parent/guardian approval unless CYP are de-identified.
10	<p>Overnight Stays and Sleeping Arrangements for CYP:</p> <ul style="list-style-type: none">a) Overnight stays are to only occur with the prior written authorisation of parents/guardians.b) No adult should be alone in the room of a CYP without the presence of another adult (other than their own child). The doors should always be open. Should it be necessary for an adult to be alone in the room of a child, the Team Manager or another responsible adult must be informed.
11	<p>Travel – General:</p> <ul style="list-style-type: none">a) All team members over 18 years of age retain an overriding responsibility for the welfare of all CYP they accompany during team travel activities. They have a 'duty of care' for CYP, and they must meet that duty and avoid unaccompanied and unobserved activities with CYP wherever possible. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

12	<p>Change Room arrangements: Adults involved with Rowing Victoria must:</p> <ul style="list-style-type: none"> a) Supervise CYP in change rooms whilst balancing their right for privacy (e.g., standing outside the entrance to the change room). b) Only enter change rooms if accompanied by another adult, avoiding one-to-one unsupervised situations with CYP (other than with their own child). c) Notify the CYP in the change room of their intended entrance, prior to entering the change rooms. d) Not dress/undress in the change room whilst CYP are present unless they are participating in a Senior Team and there are other members of the team present. e) Ensure that photos, video, or other recordings are not taken in change rooms. To manage this, consider f) a “NO MOBILE PHONES” policy and signage in change rooms. g) Ensure that participants use the change room of their affirmed gender.
13	<p>Use, possession or supply of alcohol or drugs:</p> <ul style="list-style-type: none"> a) All persons involved in rowing who are delivering a program or on overnight stays/camps involving CYP must not use possess or be under the influence of illegal or illicit drugs, alcohol or be incapacitated by any other legal drug. b) Legal (i.e., prescription) drugs are permitted to be used provided that it does not interfere with your ability to provide an appropriate level of care to CYP in rowing and that you do not supply legal drugs (including alcohol and tobacco) to CYP.
14	<p>Transporting children:</p> <ul style="list-style-type: none"> a) You can only transport CYP in circumstances that are directly related to the delivery of our sport and only with prior written approval of CYP’s parent/guardian and the express acknowledgment of a nominated senior club person. b) If it is not possible to get prior written consent or approval, you must notify in writing the details of the travel to the nominated MPIO or an appropriate senior person at your club as soon as possible after the journey. c) Where it is not possible to get a parent/guardian’s approval in advance, the parent/guardian should send an approval text/electronic message to the MPIO or an appropriate senior person at your club. This should then be documented appropriately.

15 **Pick up and collection of CYP – Supervising adults must:**

- a) Ensure that CYP and their parents/guardians know the times/locations of training/regattas and that
- b) they arrive before the scheduled times so that CYP aren't unattended.
- c) Have an operational phone and register of parent/guardian emergency contact details.
- d) Ensure they are aware of pick-up details for CYP and that all relevant approvals are given.
- e) If a parent/guardian is late, make efforts to contact them, noting that it is not your responsibility to drive CYP in rowing home. You should also ask the second last child and their parent/guardian to wait until the final child is collected.
- f) Not leave the training session or regatta until all CYP have been collected.
- g) If necessary, ask the parent/guardian to collect their kid(s) from the club rooms or rowing shed if there are others present and arrangements are documented.
- h) If a parent/guardian is repeatedly late to collect their kid(s), notify the nominated MPIO or appropriate senior person at your club.