

# Child Safe Standards

## PARENTS AND GUARDIANS GUIDE

**The following Child Safe resource is provided as a reference and template only.**

This document and its content is provided as a guide for what your organisation may consider for inclusion when drafting a Parents and Guardians Guide in line with Victorian **Child Safe Standards**.

Sporting organisations and clubs should use discretion in this distributing this guide and ensure that Parents and Guardians are aware that this is provided for their information to:

- (a) To summarise and simplify what parents and guardians need to know about all of our responsibilities to keep children and young people in [SPORT] safe; and
- (b) To ensure that parents and guardians have oversight of the information that your organisation distributes to its members under the age of 18 years.

Your organisation should also consider referencing any information, documents and strategies that might be specifically required for your organisation/sport and relevant to its circumstances, structure and operations.

Vicsport reminds organisations that the information contained in this document is general in nature and should not be considered as a substitute for legal advice.

**Please note that references in [square brackets] throughout this document should be tailored for your sport or organisation's policies and procedures.**

Vicsport recommends sporting organisations develop a Child Safe Parents and Guardians Guide with due consideration and consult Vicsport, a child safe expert or legal advisor to assist with any questions.

### Further Information

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*This resource is supported by the **Victorian Government** and has been developed in consultation with **Laura Johnston of People, Integrity & Culture Consulting**.*



# Child Safe Standards

## PARENTS AND GUARDIANS GUIDE

<b>Date created:</b>	20/12/2022
<b>Audience:</b>	Parents and Guardians of Members and Participants who are under the age of 18 years.
<b>Version:</b>	2022:1
<b>Purpose of Document:</b>	<p>(c) To summarise and simplify what parents and guardians need to know about all of our responsibilities to keep children and young people in swimming safe; and</p> <p>(d) To ensure that parents and guardians have oversight of the information that Nyah Two Bays Swan Hill Swimming Club distributes to its members under the age of 18 years.</p>
<b>Actions:</b>	<ul style="list-style-type: none"> <li>• Read and understand.</li> <li>• Ask and ensure that Parents and Guardians acknowledge that they have read and understand this guide</li> <li>• Encourage others to read and understand</li> </ul>
<b>Review:</b>	Annually December
<b>Nyah Two Bays Swan Hill Swimming Club Contact:</b>	<p>Nyah Two Bays Swimming Club          PO Box 1516          Swan Hill, VIC 3585</p> <p><a href="https://www.twobaysswimming.org.au/">https://www.twobaysswimming.org.au/</a></p> <p><a href="mailto:secretary.ntbsh@gmail.com">secretary.ntbsh@gmail.com</a></p>
<b>Contents:</b>	<p><b>Document(s)</b></p> <p>Child Safe Parents and Guardians Guide          Child Safe Standards Parents and Guardians Guide          Guide for Teens</p>
<b>Other relevant resources (see NTBSH website):</b>	<ul style="list-style-type: none"> <li>• Child Safe Policy</li> <li>• Codes of Conduct</li> <li>• Membership form/ photography consent</li> <li>• The 11 Child Safe Standards</li> </ul>



# Nyah Two Bays Swan Hill Swimming Club

## Child Safe Standards

### PARENTS AND GUARDIANS GUIDE

The Child Safe Standards sets out the responsibilities that all Participants, Coaches, Officials and Volunteers within Nyah Two Bays Swan Hill NTBSH (including parents) have to keep our kids safe. It consists of:

- **Child Safe Policy**
- **[Organisation/Sport's Policy for Safeguarding Children & Young People (or equivalent)];** and
- **Codes of Conduct**
- 

#### **WHY YOUR CHILDREN'S SAFETY IS OUR PRIORITY:**

1. We love swimming. We also love your kids participating in swimming with us and want them to keep participating. Yet we realise that they have to FEEL safe to enjoy swimming and want to keep coming back.
2. All kids have a right to feel safe, be involved and have a voice in decisions that affect them\*.
3. Society has changed, and with it, higher standards of behaviour are now expected – of all of us. Sometimes, even though we have good intentions, others' *perception* of behaviour is different. So we want to help you to understand how we will work with you to protect your children.

#### **WHAT WE'RE TRYING TO DO:**

**We're here to help. Victoria has legislative requirements and mandatory standards in place about child safety. We can't ignore those. But we want to make it as simple as possible for you, your kids and all of our NTBSH volunteers, coaches and members to keep children safe.**

We've developed simple resources for you to explain how we keep children and young people safe in our swimming club. This Guide also includes links to our other child safe resources that we hope are helpful for you to summarise and simplify the key commitments, messages and boundaries that we adhere to and practice in [organisation/sport] when they are part of our community.

#### **SOME CHILD SAFETY GUIDANCE FOR PARENTS AND GUARDIANS:**

You know your children best. Also, our schools now often teach their students about safety, boundaries with adults and that it's OK to speak up if they don't feel comfortable or safe. You can also help us to reinforce the key messages we have for children about child safety in [organisation/sport], just as in life.

The **three key messages** we have in our Child Safe "Teens Guide" are:

1. Swimming should be fun, safe and enjoyable.
2. You should never feel uncomfortable around others in NTBSH, particularly adults.
3. If you don't feel safe or comfortable, it's OK to speak up. We want you to **tell an adult that you trust** –



whether that's your Mum or Dad, guardian, coach or another member of your club or family.

We know that children are more likely to speak up if they **feel valued** and are **listened to** in an **authentic** and **genuine** way. So please help us to **keep the conversations open with your kids** about how they are feeling

## **SOME CONVERSATION TIPS TO TALK ABOUT SAFETY WITH YOUR CHILDREN:**

It's not always comfortable talking to kids about how they are feeling in our NTBSH community or other environments. The delivery of conversations is just as important as the message or content itself. You're more likely to engage with children about tricky topics if the conversation is calm, non-judgmental and open. That is, you're listening carefully to them and open to hearing more – showing empathy and letting them know that they're doing the right thing by talking.

To open up a conversation with your child about safety in swimming, first of all, choose the right time. Sometimes, you may get more information in casual interactions, such as when driving in the car or going for a walk together. You could try using an example that you have heard of with another kid and whether they had seen or heard anything similar. For example, *“another parent at the club told me that they were worried about how the coach is talking to their child. Have you seen or heard anything similar?”*.

## **IF YOU NEED HELP:**

If ever your child tells you that they are not happy, comfortable or safe in our club, **please tell an appropriate senior person in NTBSH such as your club's Child Safety Officer or a trusted club official**. Then we'll make sure that any issue raised is dealt with appropriately and in line with our Child Safe Policy.

If you reasonably believe<sup>^</sup> any child is in immediate danger of a significant nature, please call 000 to speak with police. You can also contact services such as Parent Helpline, NAPCAN, Lifeline, Kids Helpline and the Raising Children Network.

\*Australian Government National Child Office for Child Safety Complaint Handling Guide: Upholding the rights of children and young people – A Reference Guide, 2019.

# Commission for Children and Young People – Empowerment and Participation of Children Tip Sheet.

<sup>^</sup> A **reasonable belief** is one that a reasonable person in the same position would have formed on the same grounds.



## Nyah Two Bays Swan Hill Swimming Club

# Child Safe Standards

## PARENTS AND GUARDIANS GUIDE

### THREE IMPORTANT MESSAGES

The **three key messages** to always keep in mind are:

4. Swimming should be fun, safe and enjoyable.
5. You should never feel uncomfortable around others in NTBSH, particularly adults.
6. If you don't feel safe or comfortable, **it's OK to speak up**. We want you to **tell an adult that you trust** – whether that's your Mum or Dad, guardian, coach, team manager, Club Child Safety Officer or another member of your [sport/activity] club or family.

### YOUR RIGHTS

We believe that all kids involved in our sport should:

- Feel comfortable;
- Feel safe;
- Have a right to contact your parents/guardians or others if you feel unsafe, uncomfortable or distressed at any time when you are involved in NTBSH;
- Be provided with clear directions and given the chance to positively change your behaviour if NTBSH staff, coaches, volunteers or officials believe that you have broken any rules or policies or you have misbehaved;
- NOT be subject to disciplinary action involving verbal or physical punishment, or any form of treatment that could reasonably be considered cruel, frightening, humiliating or like you are being put down; and
- Contribute suggestions or feedback about NTBSH

### OUR COMMITMENT TO YOU IN NYAH TWO BAYS SWAN HILL SWIMMING CLUB

NTBSH now has a **Child Safety Policy** that aims to make sure you are protected from harm. When involved in swimming, we want it to be enjoyable for everyone. So, we'll try to make sure that activities are suitable for your age and development and are led by qualified people.

NTBSH commits to:



- Doing our best to make sure that you are protected from harm;
- Supervising your involvement in swimming in Victoria;
- Obtaining parent/guardian permission in writing before we can:
  - take you on an excursion;
  - arrange overnight stays or camps; and/or
  - provide transport to another location.
- Ensuring that **employee/coach/volunteer/official-to-teens ratios are maintained**. (Note - please check with us if you are unsure what is meant by “ratios”);
- Trying to make sure that **you are not alone** with staff, coaches, volunteers or officials where they can’t be seen by other adults;
- Trying to make sure that **NTBSH staff, coaches, volunteers and/or officials stay within their role**. This means that they cannot be employed for looking after you or visiting you at your home unless with the permission of your Parent/Guardian. They are not allowed to friend you on Facebook, take photos or footage of you for Instagram, YouTube, Snap Chat or other forms of social media unless they are doing this through official club communication channels with the consent of your parent/guardian.
- **Communication between you and coaches, officials and volunteers** in our sport must be regarding your involvement in swimming unless your Parent/Guardian has given their permission for you to have contact with them at a particular time;
- **Guiding teens fairly, respectfully and appropriate to their age and background;**
- **Reporting and responding to any incidents** of abuse or neglect towards teens involved in swimming.
- Where and when possible, our **NTBSH staff, volunteers and officials wearing a uniform and/or having an appropriate name badge visible** on when on duty.

## What to do if you have concerns:

- If at any stage you feel uncomfortable, unsafe or worried, you should let your parent/guardian or a trusted adult in NTBSH know what has happened – they will want to support you.
- All you need to do is tell someone about what happened and they will do their best to make sure that you feel safe and protected from harm.

## WHAT RESPONSIBILITIES OF TEENS IN NTBSH

When you are involved in NTBSH, you also have some responsibilities. These include:

- Letting a member/parent/guardian know if you are unhappy or you don’t feel safe;
- Treating other participants and adults with respect;



- Following the rules when involved in NTBSH;
- Remembering that there are others involved in swimming. You are certainly free to choose your own friends. However, don't stop other teens or younger kids from enjoying and participating in swimming; and
- Listening to others and respecting their opinions.