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# TIS Child Safeguarding Policy and Procedure (September 2023)

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**Tasmanian Institute of Sport**

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## Statement of Commitment

The Department of State Growth Tasmania is responsible for developing and supporting opportunities for Tasmanians to lead active and healthy lifestyles through participation in sport and recreation.

The Tasmanian Institute of Sport (**TIS**) enables the Department of State Growth Tasmania to fulfil its responsibilities through supporting Tasmania's elite athletes and identifying developing athletes.

The TIS is committed to providing a safe and supportive service environment directed at ensuring the safety and wellbeing of children and young people in its care.

## TIS Child Safeguarding Policy & Procedure

The TIS has developed this Policy and Procedure to foster a safe and supportive service environment for children and young people by identifying potential risks of harm to children and young people and implementing strategies to minimise this risk in relation to the activities and the services provided by the TIS.

### Who must comply with this Policy and Procedure?

This TIS Child Safeguarding Policy and Procedure applies to all persons working for or with the TIS or with the TIS DTE, including but not limited to TIS Persons, TIS Athletes and Parents and Guardians.

## Definitions

**Act** means The Children, Young Persons and Their Families Act (TAS) 1997 (CYPFA).

**Children and young people** are individuals under the age of 18 years.

**Complainant** means the person making a complaint.

**Contractors** means maintenance contractors engaged by the TIS by contract and their employees and subcontractors.

**Disclosure of harm** occurs when a person, including a child and young person, tells a TIS Person(s) about harm that has happened or is likely to happen.

**Harm** involves any detrimental effect of a significant nature on the child and young person's physical, psychological or emotional wellbeing. Harm may be caused by physical, psychological or emotional abuse or neglect or sexual abuse or exploitation. Harm can be caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances.

**Parents and Guardians** means a parent, carer or guardian of a TIS Athlete who is under 18 years of age.

**TIS Athlete** means an athlete who receives support services from the TIS.

**DTE** means TIS Daily Training Environment

**TIS Persons** means all persons working for or with the TIS or working at or from the TIS's premises, including but not limited to the following persons:

- Temporary and Permanent Employees
- Contracted employees
- General employees
- Casual employees
- Consultants and Contractors
- Coaches, Sports Scientists and Sports Medicine Providers
- Students
- Visitor working from the TIS's premises
- Work experience or industry placements
- Trainees; and
- Volunteers.

**Suspicion of Harm** involves any detrimental effect of a significant nature on the child or young person's physical, psychological, verbal or emotional wellbeing. This may include a concern regarding significant changes in behaviour or the presence of new unexplained and suspicious injuries.

## TIS Persons Code of Conduct for interacting with children and young people

TIS Persons hold a special position of trust arising out of the unique nature of their work in developing athletes to achieve their sporting aspirations. To ensure TIS Athletes are kept safe and protected at all times it is imperative that all TIS Persons strive to establish, build and maintain positive relationships with athletes, particularly children and young people, by abiding by the practices and procedures contained in this Policy and Procedure. TIS employees are also bound by the Tasmanian Government State Service Act (2000) – Code of Conduct

### The standard of appropriate behaviour for TIS Persons

Behaviour	Appropriate	Inappropriate
Language	<ul style="list-style-type: none"> <li>Using encouraging/positive words and a pleasant tone of voice</li> <li>Open and honest communication</li> </ul>	<ul style="list-style-type: none"> <li>Insults, criticisms or name calling</li> <li>Bullying, swearing or yelling</li> <li>Sexually suggestive comments/jokes</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>Being a positive influence</li> <li>Building relationships based on trust</li> <li>Empowering children and young people to share in decision making</li> </ul>	<ul style="list-style-type: none"> <li>Favouritism or giving gifts</li> <li>Spending excessive amounts of time alone with children and young people</li> <li>Bullying, harassment</li> <li>'Grooming' children or young people</li> </ul>
Physical contact	<ul style="list-style-type: none"> <li>Allowing for personal space</li> <li>Touching due to medical emergency or protecting from physical harm</li> <li>Non-threatening</li> <li>To develop sporting skill</li> </ul>	<ul style="list-style-type: none"> <li>Violent or aggressive behaviour including hitting, kicking, slapping or pushing</li> <li>Kissing or touching of a sexual nature consistent with 'grooming'</li> </ul>
Other	<ul style="list-style-type: none"> <li>Appropriate attire/clothing for role e.g. the TIS uniform</li> <li>Use of internet/mobile phone/electronic communications for work related purposes only</li> </ul>	<ul style="list-style-type: none"> <li>Using alcohol or other substances before or during work</li> <li>Inappropriate clothing</li> <li>Sending inappropriate emails, texts, photos etc,</li> <li>Inappropriate location when utilising electronic communications</li> </ul>

The TIS has developed the following separate codes of conduct:

- TIS employees and Contractors other than coaches are required to sign the TIS Employees and Contractors Code of Conduct for interacting with children and young people prior to commencing work with the TIS (**Attachment 1**)
- All Coaches (Full-Time, Part-Time, Contracted, Scholarship or Associate) are required to sign the Tasmanian Institute of Sport Coaches Code of Conduct for Coaches referencing TIS Child Safeguarding Policy, and

- TIS Athletes or Parents and Guardians agree to the Athletes Code of Conduct before receiving TIS support services.



## Procedures to minimise harm to children and young people

This section outlines procedures for ensuring that the harm to children and young people is minimised in the following situations:

### Physical contact

Physical contact with a child and young person should only be to:

- Develop sport skills
- Prevent or respond to an injury in an emergency
- Prevent or respond to an injury as part of normal role, and/or
- Meet the specific requirements of the sport.
- In relevant Sport Science and Strength based testing

All physical contact by TIS Persons with a child and young person should:

- be appropriate for the development of a sport skill
- be congratulated or comforted in public, not in an isolated setting
- not be initiated by TIS Persons, except in accordance with this Policy and Procedure (for example, as set out above)
- be aware of their proximity to children and young people at all times
- follow the above dot points when a TIS Persons is demonstrating techniques related to specific activities. However, TIS Persons also need to ensure they do not compromise the quality of an activity due to concern over having their actions misconstrued. At all times TIS Persons should act diligently and conscientiously in their duties, including undertaking activities and demonstrating techniques to children and young people, and
- where possible, and subject to the nature of the activity and environmental conditions, work with children and young people in groups, rather than on a one-on-one basis.

### Demonstrating technique and/or developing skills

TIS Persons are to demonstrate techniques and/or develop skills relating to a particular activity **only** in full view of other persons and **never** in private. The following guidelines are to be followed:

- **Prior to touching a child or young person:** TIS Persons are to give a verbal explanation of how, where, when and why so that the child or young person and other persons can hear.
- **Ask the child or young person for permission:** After the verbal explanation, TIS Persons are to ask the child or young person if touching for the purpose of carrying out the activity is ok. If permission is granted, the demonstration is to continue.

### Being alone with a child or young people

- TIS Persons should not be alone with children or young people and should have at least one other person present (preferably an adult if possible), apart from exceptional circumstances, such as a life-threatening situation where first aid is required to be administered.

- If a child or young person approaches a TIS Person and wishes to talk privately about a matter, the TIS Person should endeavor to immediately address the situation in an open area and in the sight of other adults (e.g. coaches, officials, parents/guardians).
- Ideally, the TIS Person should advise another TIS Person or available Parents and Guardians and ask them to stay within sight while the issue is discussed.

### Change rooms/toilets

- Children should be supervised in changerooms whilst ensuring right to privacy
- A minimum of two (2) relevant persons of the same gender as the group should always be present
- Relevant persons must not shower or change at the same time as supervising groups of children
- Relevant persons must avoid one-to-one situations with a child in changeroom area
- Relevant persons need to ensure adequate supervision in 'public' changerooms when they are used, providing the level of supervision required preventing abuse by members of the public, adult users, or general misbehaviour, while also respecting Child's privacy
- Phones, Cameras and recording devices are not to be used in the change rooms and in particular whilst children are getting dressed.

### Overnight trips

- Overnight stays involving children are only to occur with consent of a parent or guardian of the child – this permission must be obtained prior to the overnight stay. Written approval can include electronic messaging formats such as SMS or email.
- TIS Persons are required to have more than one adult with children or young people on an overnight trip/camp, with appropriate gender ratio of accompanying staff to athletes.
- TIS Persons must not isolate themselves with a child or young person at any time. There must always be more than one adult with a group of children or young people, even if the number of children or young people is small. Children are not to be left under the supervision or protection of unauthorized persons such as accommodation providers or peers.
- TIS Persons must always obtain separate sleeping accommodation from children and young people (in separate rooms etc.). Athletes who are minors should also be accommodated separately to athletes of the age of 18.
- In the event that a TIS Person is required to respond to an emergency raised by a child or young person on an overnight trip, the TIS Person should, where possible, attend with another adult to address the issue.
- Children have the right to contact their parent/guardian, if they feel unsafe, uncomfortable, or distressed during the stay.
- Photos/videos must not be taken in hotel rooms and other sleeping accommodation.

## Collection arrangements

TIS Persons should:

- Ensure children and their parents or guardian know the time and location of activity, including start and finish times
- Arrive before scheduled activity times to ensure children are not left unattended
- Have an accessible register of parent and guardian emergency contact numbers and an operational phone
- Ensure they are aware of alternative pick up arrangements for children and that the parent/guardian has provided consent
- Ensure that if a parent or guardian is late, they make reasonable attempts to contact them. It is not the responsibility of relevant TIS person to transport children home if their parent/guardian is late for pick-up
- Not leave place of activity until all Children are collected by parent of guardian

## Transport of children and young people

Ideally, all children and young people should have their own transportation to and from training and sporting events, unless written approval is provided from Parents and Guardians that athletes travel together. In this event, TIS Persons should ensure that:

- The travel has been approved by the child or young person's parent/guardian/carer in writing (can include SMS or email correspondence)
- The TIS Person is not alone with any child or young person in the vehicle at any time.

## Appropriate and positive language and behaviour

TIS Persons should seek to adopt positive language and avoid using bad or aggressive language, insults, swearing, criticism, bullying or not giving a child positive support and encouragement when talking with a child/young person or in the presence of other children/young people. Additionally, TIS Persons should avoid inappropriate body language, such as winking or leering.

## Athlete clothing standards

All children and young people must wear appropriate clothing when with TIS DTE, training sessions or recovery sessions. This includes wearing all required team uniforms and wearing appropriate training gear and/or swimwear to training and recovery sessions.

## Injuries and Illness

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

- The comfort level and dignity of the child or young person should always be the priority

- If necessary, seek medical attention as soon as possible, and
- TIS Persons must always report injuries and any treatment to Parents and Guardians, as well as document the incident in the Athlete Management System

## **Smoking, alcohol and the use of illegal substances**

TIS persons, whilst responsible for the care of children must not:

- Use, possess or be under the influence of an illicit drug,
- Use or be under the influence of alcohol,
- Be impaired by any other legal drug such as prescription or over-the-counter drugs,
- Supply alcohol or drugs (including tobacco)
- Supply or administer medicines, except with the consent of the parent, guardian, or carer of the Child and under a valid prescription for that child and at the prescribed dosage.

## **Photographing/videoing children and young people**

- Parents and Guardians are required to sign a consent, agreeing to print, digital and electronic media (including photographs and video recordings) of their child or young person being used for TIS promotional, training and educational purposes and consent to such media being held as per the terms of the consent – Completed within TIS Athlete Agreement Document.
- All TIS Persons should be mindful of people at sporting events, particularly those who take photos of children and young people who are participating on behalf of the TIS. Any suspicious or irregular activity should be reported to the event organiser for further action.

## **Use of electronic or on-line communications, including social media**

- When on TIS premises or representing the TIS within DTE, TIS Persons and TIS Athletes must only use technology, including mobile phones, and social media in accordance with their code of conduct.
- For direct or one-on-one electronic or on-line communications with children, TIS persons should copy-in/include parent/guardian or nominated person in all communication.
- A TIS Person or TIS Athlete who brings the TIS into disrepute through the use of technology or social media may be subject to action by the TIS.

## **Contractors (visitors) register**

Contractors (other than coaches), such as maintenance persons,<sup>2</sup> must sign the TIS visitors register and wear a contractor's pass at all times whilst on TIS premises. TIS employees are required to check the contractors' identification and supervise while such persons are on the premises. Steps will be taken to ensure that where possible, contractors will visit DTE outside of training times.

## **High risk activities management**

TIS Persons responsible for conducting the activity must document a risk management plan to support the department's risk management policy – contained within specific TIS Sport Program Risk Management documents.

TIS Persons are required to undertake the following six steps when conducting a risk assessment:

- Establish the context
- Identify the risks
- Analyse the risks
- Evaluate the risks
- Manage the risks and reassess, and
- Review.

## **Managing suspicions and/or disclosures of child abuse or harm**

### **Policy Statement**

The TIS is committed to supporting all children or young people who make complaints no matter the nature of the complaint. However, as the TIS does not have any powers to act as a law enforcement agency, tribunal, court or child protection agency, it is not in a position to conduct thorough investigations or make a determination as to the substance of an allegation or a complaint of a serious or criminal nature. Any investigation or decision-making function relating to allegations of a serious or

criminal nature involving children and young people will be referred to the relevant law enforcement (i.e. Tasmanian Police Service) or child protection agency. The TIS will then take any appropriate steps to mitigate the risk to children until the relevant agency is able to provide further advice as to the substance of the allegations and the necessary actions the TIS must take to protect children.

## Process

This section sets out the process for managing suspicions and/or disclosures of child abuse or harm. The process is summarised in a flowchart (**Attachment 2**), which TIS Persons should be familiar with and regularly refer to.

## Reasonable grounds to suspect harm

TIS Persons may have 'reasonable grounds' to suspect harm if:

- A child or young person informs a TIS Person that they have been harmed
- Someone else, for example, another child or young person, a parent/guardian/carer, or a staff member, tells TIS Persons that harm has occurred or is likely to occur
- A child or young person informs TIS Persons they know someone who has been harmed. It is possible the child may be referring to themselves
- TIS Persons are concerned at significant changes in the behaviour of a child or young person, or the presence of new unexplained and suspicious injuries, and/or
- TIS Persons witness the harm occurring. If this is the case, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance on 000.

## Examples of a disclosure of harm

A disclosure of harm may sound like:

- "I think I saw..."
- "Somebody told me that..."
- "I just think you should know..."
- "I'm not sure what you can do, but..."

## Responding to a suspicion and/or disclosure of harm

All incidents or disclosures of harm or suspicions of harm are to be taken seriously and actioned immediately, regardless of whom perpetrated the harm, in an efficient and effective way. A TIS Person should:

- Not react in a shocked or in a critical way or with disbelief to a disclosure
- Find a private place to talk to ensure confidentiality (preferably in sight of another adult and not in a closed office) and to make the child or young person making the disclosure more comfortable and less concerned
- Not give an assurance to the child or young person that the information provided will be kept secret. TIS Persons are encouraged to advise the child or young person that they have done the right thing in making the disclosure but the disclosure must be reported so that someone can help keep them safe

- Not attempt to conduct their own investigation or mediate an outcome between the parties
- Only ask enough questions to confirm the need to report the matter. TIS Persons should avoid asking probing questions as this could cause distress, confusion and interfere with any later enquiries. For instance, TIS Persons should ask non-leading questions such as “What happened then?” or “Can you tell me about that?” as opposed to leading questions such as “Did X touch you?”
- Act on the basis that the information the person is providing is true
- Ensure the child or young person in question is safe
- Maintain the safety of other children and young people, and/or
- Inform the TIS Manager, Business and Relationships or the TIS Director.

Any disclosure of harm is important and must be acted upon, regardless of whether the harm to a child or young person has been caused by a person from within or outside the organisation.

### Documenting disclosure suspicion and/or disclosure of harm

TIS Persons must immediately document a disclosure/suspicion of harm, preferably using the Confidential Record of Child Abuse Allegation (**Attachment 3**). In the event that the record is not readily available, the TIS Persons must take comprehensive notes, recording the following information:

- Date and time that record is made
- The name, age and address of child or young person
- Time, date and location of incident
- The complainant (if not the child or young person)
- Who is present (i.e., the complainant, receiver of the complaint and any other person)
- Reason for suspecting abuse or harm (for example observation, injury, information)
- Exactly what the person disclosing said, using “I said..”, “they said”
- The questions asked by the TIS Person
- Any comments the TIS Person made, and
- The actions the TIS Person took following disclosure, including arrangements for the immediate protection of the child or young person.

The TIS Person must complete the Confidential Record of Child Abuse Allegation (**Attachment 3**) as soon as possible and attach their notes to the document.

### Reporting Disclosure/Suspicion of Harm

TIS Persons must immediately contact the TIS Manager, Business and Relationships who will report the suspicion/disclosure to the relevant agency, i.e., the Tasmania Police Service.

As soon as possible, the TIS Manager, Business & Relationships must notify the TIS Director. The TIS Director must notify, and relevant Department of State Growth HR Business Partner.

If the alleged person were to have committed the harm to a child and is a TIS employee, please follow the process outlined in the TIS Grievance/Dispute Procedure, as well as the process prescribed above.

### **Reporting actual harm**

Where a TIS Person observes actual harm towards a child or young person, the TIS Person must intervene immediately, provided it is safe to do so, and as soon as possible inform the police. If it is unsafe to intervene, immediately call the police for assistance on 000.

As soon as possible, the employee/contractor must notify their supervisor or manager who will alert the TIS Director. The TIS Director must notify the Department of State Growth HR Business Partner.

TIS Persons are to be familiar with and regularly refer to the Process for Responding to a Disclosure of Harm to a Child Flowchart (**Attachment 2**).

### **Complaint made relating to harm to a child**

It is possible that TIS Grievance process may be used by parents or a guardian or other person to report harm to a child or actual harm to a child by a TIS Person.

Complaints can be lodged through: TIS Manager, Business & Relationships or TIS Director.

A complaint relating to harm to a child made in person would be treated as a disclosure and the process outlined above would be followed. The process for when a TIS team member receives a disclosure from a child about harm from a parent/guardian/carer is clearly distinguished as being different from a complaint about a harm allegedly committed by a TIS team member.

Any complaint about the TIS is handled in accordance with the TIS Grievance/Dispute Procedure.



### **Actions following a disclosure or suspicion of harm**

- Support and counselling will be offered to all parties involved, including other children and young people.
- Under the Child Protection Act 1999, a person who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics.
- Details of the person who made the report are to be kept completely confidential and will not be made available to the family of the child or young person, or the person against whom the allegation has been made.
- If the person who is alleged to have harmed a child or young person is a member of the TIS, their duties must be reviewed. If they continue to interact/work with children and young people, ensure that they are appropriately supervised at all times. The TIS Director will seek legal advice as to the extent to which that person can carry out duties in the organization in consultation with Department of State Growth People and Culture Department.

### **TIS Manager, Business and Relationships (TIS Manager Business & Relationships)**

- The TIS Manager, Business & Relationships is to facilitate the complaints management process and refer the matter to the Tasmanian Police Service for investigation.
- Any person that witnesses unacceptable conduct or any conduct that may constitute a breach of this Policy and Procedure should refer their complaint to the TIS Manager, Business & Relationships – should Manager Business & Relationships be unavailable, TIS Director should be made aware of complaint.
- Where an allegation of serious or criminal conduct is made, the TIS Manager, Business and Relationships must refer the matter to the relevant agencies (i.e., Tasmania Police Service) for further investigation.
- The TIS Manager, Business and Relationships is also responsible for the facilitation of support services that are available to a child/young person or TIS employee/contractor who receives a complaint of abuse or harm to a child or young people.
- Contact information for the TIS Manager, Business and Relationships is provided and made available on the TIS webpage.

### **Confidentiality and personal information**

- Complainants, respondents and managers/supervisors are to keep diary notes relating to incidents, along with any other documentation relating to the matter (e.g., the Confidential Record of Child Abuse Allegation) that must be stored securely and confidentially at all times.
- The matter must only be discussed with other persons who are able to provide support or advice about a specific process.
- Personal information will be treated in accordance with the Personal Information Protection Act 2004 (TAS).

## **Breach of this Policy and Procedure**

This section outlines the steps to be taken following a breach of this Policy and Procedure in order to address the breach in a fair and supportive manner.

As outlined above in the definitions section, a breach is any action or inaction by a TIS Person, TIS Athlete or Parents and Guardians who fail to comply with any part of this Policy and Procedure. This includes any breach in relation to:

- Statement of commitment to the safety and wellbeing of children and the protection of children from harm
- Codes of Conduct for interacting with children and young people (including the coaches Code of Conduct)
- Procedures for recruiting, selecting, training and managing paid employees and volunteers
- Policies and procedure for handling disclosures or suspicions of harm, including reporting guidelines
- Policies and procedures for implementing and reviewing the children and youth risk management strategy and maintaining an employee register
- Risk management plans for high-risk activities, and
- Strategies for communication and support.

The TIS will ensure that TIS Persons, TIS Athletes and Parents and Guardians are made aware of the actions or inactions that might be considered a breach of this Policy and Procedure, as well as the potential outcomes for a breach.

## **Process to manage a breach**

Potential breaches will be managed in a fair, unbiased and supportive manner.

The following procedures are to be followed by the TIS:

- All people concerned will be advised of the process
- All people concerned will be able to provide their version of events
- The details of the breach, including the versions of all parties and the outcomes will be recorded
- Matters discussed in relation to the breach will be kept confidential (personal information will not be disclosed except where provided for in the relevant policy or process), and
- An appropriate outcome will be decided.
- This process will be managed in consultation with Department of State Growth People and Culture team.

## **Possible outcomes for a breach**

Where a TIS Person is alleged to have committed harm to a child, their roles and duties must be reviewed by the TIS Director and involve Department of State Growth HR Business Partner.

Depending on the nature of the breach, outcomes may include:

- Providing additional training to employees relating to the TIS Child Safeguarding Policy and Procedure
- Providing closer supervision of a particular TIS Person and/or review their roles and duties, and
- The complaint or allegation will be referred by the TIS Manager, Business and Relationships to the appropriate Department of State Growth People and Culture Department member who will investigate the incident or appoint an independent investigator to investigate the substance of the allegations.

### **TIS Working with Vulnerable People Check Requirement**

All TIS Persons must hold a valid Working with Vulnerable People Card. Working with Vulnerable People Cards are issued by Service Tasmania, Applications can be accessed via the Service Tasmania Website (<https://www.service.tas.gov.au/services/working-in-tasmania/working-with-vulnerable-people-including-children/apply-for-registration-to-work-with-vulnerable-people>).

### **Records of Working with Vulnerable People Check**

Where a Working with Vulnerable People Check is required, all TIS Persons without valid Working with Vulnerable People Check must not access TIS facilities, nor work with children or young people.

The TIS Administration Team maintains a confidential register containing the personal details and Working with Vulnerable People Check details of all existing employees. This register includes detail regarding:

- When the person applied and/or the date of issue of the Working with Vulnerable People Check
- The expiry date of the Working with Vulnerable People Check, and
- The renewal date (this will be set at least 30 business days before expiry to allow employees to continue working in child-related employment).<sup>3</sup>

<sup>2</sup> Maintenance contractors do not require a Working with Vulnerable People Check to access the premises. But these persons must sign in using the contractor's book and wear a contractors pass (see the Contractors book section).

<sup>3</sup> Paid employees must submit a renewal application before the expiry date of their Working with Vulnerable People Check to continue working in regulated child-related employment.

## Training

TIS recognises that training in child protection related matters enhances skills and knowledge of employees and contractors and, therefore, minimises the risk of harm to children and young people.

TIS provides support and information to new staff when they begin their role through an induction process. New and existing TIS Persons receive annual training during team meetings and other training exercises in the following areas:

- Identifying, assessing and minimising risks, such as the different types of harm that may occur (e.g., physical, emotional, sexual, psychological abuse and neglect and guidance in relation to the signs which may indicate that harm may be occurring or where this information can be sourced from)
- TIS' policies and procedures
- Compulsory training as required by industry standards or legislation, and
- Handling a disclosure or suspicion of harm, including reporting guidelines.

TIS Staff are required to complete Sport Integrity Australia (SIA) Safeguarding in Sport Education module annually as part of on-going commitment learning and development in this space.

TIS Athletes are required to undertake an in-person induction.

## Communication and Support Strategies

The TIS is committed to communicating this Policy and Procedure to all TIS Persons and TIS Athletes and Parents and Guardians.

## Annual Review

To ensure that this Policy and Procedure remains current and effective in identifying and minimising risks of harm to children, it is monitored and reviewed annually. This Policy and Procedure will also be reviewed after any incident where a child or young person or is at risk of harm or a breach is identified.

Some TIS Persons, TIS Athletes, and Parents and Guardians may be asked to participate in a review. Furthermore, this Policy and Procedure must be reviewed in its entirety and accurate, complete records must be made of the review, including the date, location of review, who participated in the review and any discussions.

The review is to consider any issues TIS has identified with this Policy and Procedure, such as

- Whether policies and procedures were followed
- Whether any incidents relating to children and young people risk management issues occurred
- Issues with the actual process used to manage any incidents
- The effectiveness of TIS' policies and procedures in preventing or minimising harm to children and young people, and
- Issues with the content and frequency of training.

TIS Persons, TIS Athletes, and Parents and Guardians must be advised of any changes to policies and procedures, and training must be provided to TIS Persons if necessary.

## Attachment 1 – Code of Conduct for Interacting with Children and Young People for TIS Persons (except for coaches)

### Statement of Commitment

Tasmanian Institute of Sport (TIS) employees and contractors hold a special position of trust arising out of the unique nature of their work in developing athletes to achieve their sporting aspirations. To ensure athletes are kept safe and protected at all times, it is imperative that all TIS employees and contractors strive to establish, build and maintain positive relationships with athletes, particularly children and young people, by abiding by the practices and procedures contained in the TIS Child Protection Policy and Procedure. TIS employees are also bound by the Tasmanian Department of State Growth Code of Conduct.

### Who must comply with the code of conduct?

This code of conduct applies to any person who is employed or engaged by the TIS, including but not limited to paid employees, contractors and volunteers, except for coaches who have their own code of conduct including details on appropriate interaction with children and young people.

### The Standard of appropriate behaviour for TIS employees and contractors:

Behaviour	Appropriate	Inappropriate
Language	<ul style="list-style-type: none"> <li>Using encouraging/positive words and a pleasant tone of voice</li> <li>Open and honest communication</li> </ul>	<ul style="list-style-type: none"> <li>Insults, criticisms or name calling</li> <li>Bullying, swearing or yelling</li> <li>Sexually suggestive comments/jokes</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>Being a positive influence</li> <li>Building relationships based on trust</li> <li>Empowering children and young people to share in decision making</li> </ul>	<ul style="list-style-type: none"> <li>Favouritism or giving gifts</li> <li>Spending excessive amounts of time alone with children and young people</li> <li>Contact outside of TIS DTE (either physical or via email/phone)</li> <li>Bullying, harassment</li> <li>'Grooming' children or young people</li> </ul>
Physical contact	<ul style="list-style-type: none"> <li>Allowing for personal space</li> <li>Touching due to medical emergency or protecting from physical harm</li> <li>Non-threatening</li> <li>To develop sporting skill</li> </ul>	<ul style="list-style-type: none"> <li>Violent or aggressive behaviour including hitting, kicking, slapping or pushing</li> <li>Kissing or touching of a sexual nature consistent with 'grooming'</li> </ul>
Other	<ul style="list-style-type: none"> <li>Appropriate attire/clothing for role e.g., the TIS uniform</li> <li>Use of internet/mobile phone for work related purposes only</li> </ul>	<ul style="list-style-type: none"> <li>Using alcohol or other substances before or during work</li> <li>Inappropriate clothing</li> <li>Sending inappropriate emails, texts, photos etc.</li> </ul>

**In the event that the Code of Conduct for Interacting with Children and Young People is breached, actions will be taken in accordance with TIS' plan for managing breaches of the TIS Child Safeguarding Policy and Procedure.**

*"I have read, understood, and will act in accordance with the above code of conduct."*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Attachment 2 – Process for Responding to a Disclosure of Harm to a Child

### RECEIVING A DISCLOSURE

- *Remain calm and find a safe place to talk*
- *Explain why you can't keep it a secret*
- *Only ask enough questions to confirm the need to report the matter*
- *Do not attempt to conduct your own investigation*



### DOCUMENTING A DISCLOSURE

Confidential Record of Child Abuse Allegation and include:

- *Time, date and place of the disclosure*
- *'Word for word' what happened and what was said, including anything you said and any actions that have been taken*
- *Date of report and signature*



### REPORTING A DISCLOSURE

*TIS employee or contractor who receives disclosure is to report it to:*

- *The Designated Liaison Officer (Manager Business & Relationships) who will in turn report to TIS Director and HR Business Partner dependent on nature of incident*



### FOLLOWING A DISCLOSURE

*Support and counselling will be offered to all parties involved.*

*Where a TIS employee or contractor is alleged to have committed harm to a child, their roles and duties must be reviewed by the TIS Director & Department of State Growth Human Resources Department.*

*The policies and procedures for handling disclosures or suspicions of harm must also be reviewed.*



## Attachment 3 – Confidential Record of Breach of Child Safeguarding Policy and Procedure

<b>Complainant's name:</b> (if other than the child)		<b>Date formal complaint received:</b> / /
<b>Role/status in sport:</b>		
<b>Child's name:</b>		<b>Age:</b>
<b>Child's address:</b>		
<b>Person's reason for suspecting breach:</b> (e.g., observation, injury, disclosure)		
<b>Name of person complained about:</b>		
<b>Role/status in sport:</b>	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other	
<b>Witnesses:</b> (if more than three witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
<b>Interim action taken:</b> (if any)		
<b>TIS Manager, Business and Relationships contacted:</b>	Who: When:	
<b>TIS Director contacted:</b>	Who: When:	
<b>Corporate HR, contacted:</b>	Who: When:	

<b>Police contacted:</b>	Who: When: Where: Advice provided:
<b>Child protection agency contacted:</b>	Who: When: Advice provided:
<b>Police investigation:</b> (if any)	Finding:
<b>Child protection agency investigation:</b> (if any)	Finding:
<b>Internal investigation:</b> (if any)	Finding:
<b>External investigation:</b> (if any)	
<b>Action taken:</b>	
<b>Completed by:</b>	Name: Position: Signature: / /
<b>Signed by:</b>	Complainant (if not a child)