



## Child-safe Policy

### Policy

Our policy aims to guide staff, trainees and students on how to behave with children within our organisation. The policy focuses on promoting child participation in an aquatic environment which is safe and fun.

### Support

Coogee Diggers Swim School supports the active participation of children in recreational opportunities in our organisation. We respect children's views and involve them in decision making about matters that directly affect them.

### Staff

We promote respect, integrity, teamwork ownership and growth. Both individually and together, these values guide our interactions with each other and our participants and families. All staff, trainees and students have senior pool side supervisors, team leaders and program coordinator assigned to support and supervise their work. All staff and trainees will receive copy of Child-safe Child- friendly Policy, Code of Conduct and Dealing with complaints process.

### Recruitment

Coogee Diggers swim School will maintain a rigorous and consistent recruitment, screening and selection process. We use interview, reference checks and the working with children check. At induction staff receive Policies and Codes of Conduct to show what conduct is required while employed at CDSS. We Obtain and keep all declaration forms for all staff in child related positions.



## Complaints

Complaints will be dealt with honestly and fairly. Staff should report any concerns about the safety or welfare of students immediately. Disclosure of abuse, inappropriate behaviour and suspicion of harm. All complaints must be reported to the swim school coordinator (Child Safety Contact Person)

## Action to take for a complaint

- Listen to the person making the complaint.
- Make a record using the 'Complaint Record Form'.
- If the complaint involves inappropriate behaviour and a breach of the code of conduct, the manager /coordinator will take action in accordance with the Swimschools discipline procedure.
- In NSW make a report to the NSW Department of Community Services in the case of allegation of abuse. Inform all involved in the complaint process.

## Swim School communication

- Meetings held every term for staff and trainees.
- All policies discussed during induction process for all new staff.
- All policies will be on view in the Learn to swim noticeboard, at reception and on the website.
- Review
- All policies and guidelines will be reviewed every 2 years and incorporate suggestions from staff, parents and students.



## Statement of Commitment

Coogee Diggers Swim School provides an open, welcoming and safe environment for everyone participating in our programs.

Coogee Diggers Swim School is committed to protecting children from abuse through the implementation of policies and procedures that assist in preventing child abuse from occurring.

We provide high quality Learn to Swim and Squad Programs for students that encourage healthy and safe practices for all members of the swimming community.

We seek advice from students, parents and staff so these standards can be maintained and improved over time.



## Code of conduct

Everyone participating in Coogee Diggers Swim School programs (including staff, trainees, students, children, parents and visitors) must be aware and abide by the following code of conduct.

- Respect the rights, dignity and worth of others
- Be a positive role model to all children
- Promote and deliver quality, safe and enjoyable aquatic activities
- Maintain a duty of care towards others and be accountable for your actions

### Maintain physical boundaries

- Ensure that any physical contact with others is appropriate to the situation and necessary for the persons skill development
- Permission from students should always be sought
- Work within sight of others at all times
- Ensure training levels and intensity for students are appropriate

### Maintain verbal boundaries

- Use positive feedback and encouragement on performance, not negative
- Be encouraging and avoid put downs
- Adopt positive language and behaviour
- Support all efforts to remove verbal and physical abuse from the sporting environment
- Maintain control – never losing your temper, seek assistance from the supervisor or parent
- Set up basic rules at the beginning of each term
- Modify program to cater for those with disabilities, adult learners or those with injuries
- Take action if you observe bullying or harassment between students or teachers
- Record, report and act on serious complaints of abuse
- Have a working knowledge of child protection legislation, Austswim code of conduct and Swimming Australia policies as well as accepted teaching and coaching practices

### Refrain from

- Developing any “special” relationships with children that could be seen as favouritism
- Any form of abuse
- Any form of discrimination or harassment to others
- Using punishment to improve performance
- Do not physically remove a child from teaching environment –seek assistance from supervisor and parent
- Do not intimidate or use aggressive language
- Do not do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes

If inappropriate behaviour and a breach of the Code of Conduct occur, the coordinator or manager will need to take action in accordance with the internal discipline procedure.