

Child Safe Standards

CODE OF CONDUCT FOR DEALING WITH CHILDREN & YOUNG PEOPLE

We want Children and Young People (CYP) in sailing to feel safe, included, encouraged, and supported: to enjoy themselves so that they keep participating. To make sure that we create this environment, the **ESC Code of Conduct for Dealing with Children & Young People (Code of Conduct CYP)** requires everyone involved in ESC to abide by certain behavioural standards when it comes to dealing with CYP.

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.

This Code applies to all staff, members and visitors to ESC unless stated otherwise

Code of Conduct Requirements for dealing with Children & Young People	
1	<p>Language and Tone of Voice:</p> <ul style="list-style-type: none"> a) Should provide clear direction, encourage, and affirm CYP and boost their confidence. b) Should NOT be harmful – i.e., derogatory, threatening, frightening, profane, discriminatory, racist, sexist or sexual.
2	<p>Adhering to professional role boundaries</p> <p>If you are a member of staff, on the General Committee, training CYP, regularly on duty, or regularly volunteering for a role which may include directing CYP:</p> <ul style="list-style-type: none"> a) Act only within the confines of your duties/role (e.g., if you’re a coach, just be a coach). b) Unless with <u>express consent</u> from a nominated Senior Person in ESC (Commodore, Vice Commodore, Rear Commodore), do NOT: <ul style="list-style-type: none"> i. Provide unauthorised transportation to CYP. ii. Engage in activities or seek contact with CYP outside of ESC. iii. Involve yourself in CYP private and/or family matters, <u>unless you reasonably believe or suspect that they are at risk of harm</u>. iv. Provide support to CYP or their families that is unrelated to ESC. v. Accept an invitation to attend any private social function at the request of CYP or their family/carer in ESC (current or past) unless there was an existing social, personal, or family relationship. <p>If any of the above occur or you are made aware of a child requiring assistance outside the confines of your role, either contact their parent/guardian or seek advice from an appropriate Senior Person in ESC.</p>

3	<p>Sending electronic communications to CYP (emails, texts, and other direct messages):</p> <ul style="list-style-type: none"> a) <u>Must copy parent(s)/guardian(s)</u> into any text, email, Facebook, WhatsApp, or any other form of electronic communication message. b) Must <u>only communicate with CYP regarding issues relevant to ESC or sailing</u> c) Ensure that any messages are polite/friendly and in no way sexual in nature. d) <u>Must not</u> 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) <u>Must not</u> request that CYP keep communication a secret.
4	<p>Supervision of CYP - When supervising CYP in ESC:</p> <ul style="list-style-type: none"> a) Avoid unsupervised situations with CYP wherever possible - you should always be in view of others. b) Engage positively with our sport. c) Behave appropriately towards one another. d) Ensure that you are in a safe environment, protected from external threats.
5	<p>Physical Contact with CYP – must be appropriate to delivery of our sport such as to develop sailing skills, or to prevent or respond to an injury, and based on the needs of the CYP. Unless for medical or allied health purposes by a health care professional, contact must not:</p> <ul style="list-style-type: none"> a) Involve touching genitals, breasts, or buttocks. b) Appear to have a sexual connotation. c) Be intended to cause pain or distress. d) Be overly physical (e.g., wrestling, tickling, etc). e) Be unnecessary (e.g., assisting CYP with toileting or showering when they don’t need help). f) Be initiated against the wishes of CYP (unless to prevent injury, in which case physical restraint should be a last resort). <p>Physical contact initiated by CYP that is sexual and/or inappropriate behaviour between CYP must be reported to an appropriate Senior Person in ESC as soon as possible.</p>
6	<p>Sexual Misconduct:</p> <p>No form of “sexual behaviour” is to occur between, with or in the presence of CYP in ESC related activities, even if the CYP are above the legal age of consent – 16 years. This includes contact and non-contact behaviour (e.g. flirting, sexual innuendo, electronic messaging, or photography).</p>

7	<p>Positive Guidance and Discipline:</p> <p>We want to create a positive environment for everyone in sailing, understanding that CYP need to understand the acceptable limits of their behaviour whilst ensuring that:</p> <ul style="list-style-type: none"> 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. <p>Under no circumstances is physical punishment to be used, nor any other treatment that could be considered as degrading, cruel, frightening, humiliating or discriminatory.</p>
8	<p>Giving gifts to CYP: Must always be authorised by parents/guardians.</p>
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 sailing if: <ul style="list-style-type: none"> i. Wherever possible, prior approval has granted by their parent(s)/guardian(s); and ii. the context of the photo/footage is directly related to sailing; iii. CYP are appropriately dressed and posed; and iv. the image/footage is taken in presence of others involved in sailing. b) We will seek permission from a child’s parent or guardian before using their images. When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child’s parent or guardian.
10	<p>Overnight Stays and Sleeping Arrangements for CYP:</p> <p>Overnight stays are to only occur with the prior written authorisation of parents/guardians and the ESC Child Safety Officer.</p>
11	<p>Change Room arrangements (includes change rooms, bathrooms, showers): People involved in sailing at ESC must:</p> <ul style="list-style-type: none"> a) Staff or others engaged in a supervisory role for CYP need to supervise CYP in change rooms whilst balancing their right for privacy. Adults not involved in these activities should be alert to risks for children in the change rooms. b) Avoid one-to-one unsupervised situations with CYP in a change room area (unless they are the child’s authorised carer), whilst ensuring adequate supervision to keep CYP safe (e.g., standing outside the entrance to the change room). c) Not dress/undress in the change room whilst CYP are present unless other adults are present.

	d) Ensure that photos, video, or other recordings are not taken in change rooms. Ensure that participants only use the change room of their affirmed gender.
12	<p>Use, possession or supply of alcohol or drugs:</p> <p>(a) All persons involved in sailing 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.</p> <p>(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 sailing and that you do not supply legal drugs (including alcohol and tobacco) to CYP.</p>
13	<p>Transporting children:</p> <p>(a) Staff or others involved in a supervisory role for CYP 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 ESC Senior Person. This is not required when a member has the prior approval of the CYP’s parent/guardian to provide transport from the CYP’s home for sailing activities</p> <p>(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 Senior Person at ESC as soon as possible after the journey</p> <p>(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 an appropriate Senior Person at ESC.</p>
14	<p>Pick up and collection of CYP: We must:</p> <p>(a) Ensure that CYP and their parents/guardians know the times/locations of training/races and that they arrive before the scheduled times so that CYP aren’t unattended.</p> <p>(b) Have an operational phone and register of parent/guardian emergency contact details.</p> <p>(c) Ensure they are aware of pick up details for CYP and that all relevant approvals are given.</p> <p>(d) If a parent/guardian is late, make efforts to contact them, noting that it is not your responsibility to drive CYP home. You should also ask the second last child and their parent/guardian to wait until the final child is collected.</p> <p>(e) Not leave the training session or activity until all CYP have been collected.</p> <p>(f) If necessary, ask the parent/guardian to collect their children from the ESC clubrooms if there are others present and arrangements are documented.</p> <p>(g) If a parent/guardian is repeatedly late to collect their kid(s), notify the nominated Senior Person at ESC.</p>