



# WORKING WITH CHILDREN HANDBOOK

## **ABOUT THE WORKING WITH CHILDREN HANDBOOK**

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Triathlon NSW (TNSW) recognises that children have different requirements compared to adults and that there are potential risks to children in the sporting environment. Child protection is about keeping children safe from harm / abuse.

Triathlon Australia Limited (TA) including its State and Territory Triathlon Associations (STTAs) and Affiliated Clubs (collectively referred to in this document as Triathlon Entities), is committed to the health, safety and wellbeing of all its members and is dedicated to providing a safe environment for those participating in Triathlon. TA wants Triathlon to be fun, enjoyable and safe for all.

As part of the Triathlon community, each individual makes a commitment to actively encourage behaviours that promote a supportive and nurturing environment and contribute to TA's mission of enriching the Australian Sporting landscape by issuing a unique challenge anyone can accept

This handbook outlines important information for a TNSW affiliated clubs to know including:

- a) Where does one find the code of conduct for Persons in Positions of Authority (PPA's) when dealing with Children and Young People (CYPS).
- b) Information regarding the Working with Children Check (WWCC) including who requires one, what's the process for gaining one and how to advise TNSW.
- c) How to obtain further resources and information for our members, clubs, coaches and technical officials.

## **ABOUT THE WORKING WITH CHILDREN CODE OF CONDUCT**

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The Triathlon Australia Member Protection Policy binds everyone who is involved in Triathlon including but not limited to:

- a) persons appointed or elected to boards, committees and sub-committees
- b) volunteers
- c) support personnel
- d) all Members, including State Associations, Affiliated Clubs, individual members, life members
- e) any other person involved in Triathlon including but not limited to participants, parents, guardians, spectators, sponsors and licensees and other contracted parties to the full extent possible.

The Triathlon Australia Member Protection Policy covers a 'Child Protection Commitment Statement' (CPCS), and a detailed 'Code of Conduct', enforcement and breaches.

For more information on Triathlon Australia's commitment to protecting CYPs please visit the following website:

[http://www.triathlon.org.au/About/About\\_Triathlon\\_Australia\\_-\\_History/Organisational\\_Resources.htm](http://www.triathlon.org.au/About/About_Triathlon_Australia_-_History/Organisational_Resources.htm)

## **WORKING WITH CHILDREN: REQUIREMENTS**

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In NSW, laws require individuals involved in sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with children.

In addition to volunteers and staff who have direct contact with children, Triathlon NSW is taking a proactive approach by requiring ALL affiliated coaches and technical officials to complete a WWCC.

The laws and regulations on this topic are constantly changing, so for further information or questions, you are encouraged to read this website:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

There are exemptions to the rules, and they can be found by [clicking here](#).

### **How to Apply**

#### **STEP 1: Apply on Line**

- Go to <https://www.kidsguardian.nsw.gov.au/>
- Select the blue 'START HERE' box and elect the 'Apply for your Check' box.
- Complete all sections of the application form, including if you are applying for a Volunteer or Employee check.
- Once completed, print out the application Number and proceed to Step .

#### **STEP 2: Attend the Roads and Maritime Services (RMS) office.**

- To complete the process, you must now attend a NSW RMS office and provide all the correct documentation.

#### **STEP 3: Once approved, provide your WWCC number to your club or Triathlon NSW.**

- You should receive your WWCC number by email within a few days or by post if you do not have email.
- You must then provide your WWCC number to your club or Triathlon NSW if you are a Technical Official or Accredited Coach.
- [CLICK HERE](#) to register with your WWCC number with Triathlon NSW.

MORE INFORMATION – visit [www.kidsguardian.nsw.gov.au/](http://www.kidsguardian.nsw.gov.au/) or phone 02 9286 7276.

## **CLUB RESOURCES – TEMPLATES AND GUIDELINES**

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Clubs should provide direct questions or information to PPA's in your club towards the Triathlon Australia Member Protection Policy.

The PLAY BY THE RULES website offers significant support and free education for committee members to undertake:

<https://www.playbytherules.net.au/got-an-issue/child-safe-sport>

There is a wealth of resources and information that can also be obtained by [clicking here](#).

There are additional resources that can be found by [clicking here](#).

Alternatively, any members of Triathlon NSW or those covered under the Triathlon Australia Member Protection Policy are welcome to contact the Triathlon NSW:

**p:** 02 8488 6250

**w:** [www.triathlon.org.au/NSW](http://www.triathlon.org.au/NSW)

**e:** [info@nsw.triathlon.org.au](mailto:info@nsw.triathlon.org.au)