

## WORKING WITH CHILDREN HANDBOOK

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### 1. ABOUT THE WORKING WITH CHILDREN HANDBOOK

NSW Triathlon is committed to ensuring the safety and wellbeing of all Children/Young People that are involved in our sport.

The National Integrity Framework is a suite of policies which set out rules for unacceptable behaviour in our sport and how complaints about breaches of these rules are managed. In March 2022, the AusTriathlon Board resolved to adopt the National Integrity Framework with commencement on 4 May 2022. After this endorsement, the NSW Triathlon Board also endorsed the National Integrity Framework and all associated policies.

This handbook has been written in collaboration with the Office of Children's Guardian, who have reviewed, provided their input and guidance into the content.

It is provided to support national policies and provide NSW Triathlon affiliated clubs and the volunteers who run those clubs a document to guide and support.

This handbook is written to provide information on the following topics.

- a) Where does a volunteer find the relevant policies, procedures and documents required to understand a club's requirements.
- b) Some practical and usable suggestions on how NSW Affiliated Clubs can implement the 'Child Safe Standards'. These Standards are unique to NSW legislation and enforced through the NSW Office of Children's Guardian.
- c) NSW specific information regarding the Working with Children Check (WWCC) including who requires one and what's the process for requesting this, checking it in the system.
- d) How to obtain further resources and information for our members, clubs, coaches and technical officials.
- e) The process to react, respond and deal with an IMMEDIATE CONCERN or if a Youth / Child is in immediate harm.

## 2. ABOUT THE SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

The AusTriathlon policy entitled 'Safeguarding Children and Young People Policy' binds everyone who is considered a 'Relevant Person' or 'Relevant Organisation'.

This includes:

- (a) AusTriathlon Ltd AusTri);
- (b) Member Organisations (i.e. NSW Triathlon)
- (c) All affiliated clubs to AusTriathlon and NSW Triathlon.
- (d) Individual Members;
- (e) Participants;
- (f) Employees;
- (g) Contractors;
- (h) Volunteers; or
- (i) Any other individual who has agreed to be bound by the NIF and/or the Relevant Policies

This is the overarching policy which covers NSW Triathlon clubs and members.

The full document is housed on the AusTriathlon website: [Integrity – AusTriathlon](#)

- The Safeguarding Children and Young People Policy is part of AusTriathlon's proactive and preventative approach to upholding its commitment to the safety, wellbeing, participation and empowerment of all Children and Young People who access Triathlon.
- This Policy seeks to ensure that everyone involved in Triathlon is aware of their rights and responsibilities in relation to Children and Young People.
- This Policy sets out the standards of behaviour expected of those involved in Triathlon and the behaviours that are not acceptable.

### 3. NSW OFFICE OF CHILDRENS GAURADIAN 'CHILD SAFE STANDARDS'

In NSW, Triathlon clubs who have junior members are subject to the Child Safe Scheme and are required to implement the Child Safe Standards through their systems, policies, and processes.

This is legislated and the Office of Childres Gaurdian does have the capacity to enforce compliance, and fine those who they deem is not compliant.

A full list of the 10 Child Safe Standards is listed here: [Child Safe Scheme | Office of the Children's Guardian \(nsw.gov.au\)](https://www.nsw.gov.au/child-safe-scheme).

The Standards provide guidance for organisations to create cultures, adopt strategies and act to put the interests of children first and to keep them safe from harm.

NSW Triathlon and AusTriathlon have policies to help your club meet your Child Safe Standards obligations.

As a club, it is important that you use these policies and make them a part of how your club operates.

They aren't just pieces of paper to sit in a folder.

Using them helps you create a child safe culture that reduces risk to children.

## 4. 10 SIMPLE STEPS TO IMPLEMENT THESE STANDARDS IN A TRIATHLON CLUB

To make this as easy as possible for NSW Clubs, we've put together 10 simple steps that your club can go through to ensure you are compliant with the Child Safe Standards.

Remember, the 10 child safe standards are not recommendations, these are legislation and MUST be implemented!

**Step 1** - Each season, preferably after your AGM to allow for changes to volunteers in your club, ensure the committee has reaffirmed its commitment to the Child Safety Commitment Statement in the [Child Safeguarding Policy \(triathlon.org.au\)](https://www.triathlon.org.au). This should be both internal (i.e., an agenda item at a club meeting) and external (via social media, poster at club events or published on newsletter or website).

**Step 2** – Each season, preferably after your club's AGM to allow for changes to key personal, undertake a 'Child Safe Risk Assessment' using the template provided by NSW Triathlon. Risk assessments identify areas where adults have opportunities to interact with children unsupervised, including for one-off events and overnight camps as these are the highest risk environments. If you require assistance, please reach out for help.

**Step 3** – Your club should identify a 'Child Safety Representative' for your club. This person requires no additional training (but could be a qualified MPIO) but makes a commitment to engage NSW Triathlon / AusTriathlon for support and assistance when a complaint is raised. It is strongly encouraged that the 'Child Safety Rep' will undertake 'The [Child Safe Sport eLearning](#)'. This is free and available to all.

**Step 4** – Junior Members (and their parents) are advised of the process to raise a complaint, who the 'Child Safety Rep' is for your club (including a photo). This can be achieved by sending an email to junior members and adding this info onto your website. The communication should reaffirm that complaints will be taken seriously, and appropriate action will be taken.

**Step 5** - Families and community members are emailed by the club encouraging them to provide feedback on how the triathlon club keeps children safe, and this information is acted upon where necessary. After a significant event or perhaps annually, club members could be surveyed with an open-ended question allowing for child related safety matters to be raised.

**Step 6** – Coaches and Committees of Triathlon clubs have an open discussion about the importance of respecting the diverse needs, abilities, and backgrounds of children, and understand the value of treating them fairly. This diversity should be factored into the club's strategy to keep all children safe.

**Step 7** – Representatives of the club commit to attending all child safe training sessions delivered by NSW Triathlon to ensure ongoing training and education for club volunteers either in person or online. Opportunities for training will be communicated out from NSW Triathlon to the committee directly. It is strongly encouraged that all club volunteers undertake 'The [Child Safe Sport eLearning](#)'. This is free and available to all.

**Step 8** - The committee is aware and acknowledges the risk that online communication poses children and promotes the correct way for coaches and adults to behave. The correct way for adults to behave is stated in Triathlon Australia's social media Policy.

**Step 9** - Child safe policies, Codes of Conduct and complaint handling procedures are publicly accessible on the NSW Triathlon website, with links to the club website, along with dates of when they are reviewed. The review is added and noted in committee meeting minutes for clarity and completion. An idea for your club is to follow up with any new paid employees or volunteers with an email asking if they have questions regarding any policies. This should give your club the confidence that all volunteers and employees should know the rules. The club also ensures all relevant staff and volunteers have WWCC's aligned with legislation however this is only one tool amongst many that a club uses to keep the club safe.

**Step 10** – The club commits to ensuring that when there is a change in committee or Child Safety Representative a handover process will ensure that the club remains compliant with the legislation.

**These are a great start point for your club to become more child safe. But there are lots more things you can do, so be creative and create new ways to improve safety at your club.**

## 5. ORGANISATIONAL ROLES AND RESPONSIBILITIES

There are a few roles in NSW clubs that are required.

### Specific Child Safety Representative (mandated for clubs to abide by the 10 Child Safe Standards)

- Reviews the Club's child protection policy and procedures (website, risk management plan etc) annually
- Ensures that the Club's child protection policy and complaint processes are available to all members
- Ensures that his/her contact details are readily available to all members.
- Is responsible for the Club's WWCC records and ensures that those who need a WWCC have one and it's checked off, and those that don't require a WWCC are not applying as This pressure indirectly puts children at risk by redirecting our worker assessment efforts from those who really need it.
- Facilitates the complaints process.

### Kids' Race Director

- Performs a child protection risk assessment of the event site prior to every club event

## 6. WORKING WITH CHILDREN REQUIREMENTS

The laws and regulations on this topic are constantly changing, so further information or questions, you are encouraged to read this website: [Home | Office of the Children's Guardian \(nsw.gov.au\)](http://www.nsw.gov.au/office-of-the-childrens-guardian)

In Australia, all Accredited Coaches are required to have their WWCC as part of their accreditation however are only required to provide this to their employer.

NSW Triathlon will request WWCC's from all coaches directly employed by NSW Triathlon.

NSW Triathlon affiliated clubs must request WWCC's from those coaches they direct employ.

Below, we've outlined the steps that a club can go through to determine if someone requires a WWCC.

### a) Determine

**Determine** whether you have any child-related workers (including volunteers) at the club. This should factor in any valid exemptions that are identified.

To do this, we strongly encourage you to visit this website: [Working with Children Check | Office of the Children's Guardian \(nsw.gov.au\)](http://www.nsw.gov.au/working-with-children-check)

For a sport club the only people who legally require a WWCC are:

- Anyone in a paid position who is working directly face to face with children, including a coach or manager of a junior team and assistants in these positions.
- Anyone volunteering in the above who does not have a close relative child participating in the team or activity being coached or managed.
- If either of the above then the Head of the Club (eg the President).

	WWCC required	Child Safe Sport eLearning Module 1 (only)	Child Safe Sport eLearning Module 1 - 5
Paid Club Coach	Required	Essential	Essential
Volunteer Coach (no close relative involved in squad)	Required	Essential	Desirable
Volunteer Coach (close relative involved in program)	Not required	Essential	Desirable
President of club	Required if the club has a coach who has a WWCC	Essential	Essential
Committee members	Not required	Essential	Desirable
Child Safety Representative	Required	Essential	Essential
Junior race Director	Required	Essential	Essential

Note – the Child Safe Sport eLearning Modules are free and online: [eLearning | Office of the Children's Guardian \(nsw.gov.au\)](http://www.nsw.gov.au/elearning)

## **Register your club with the OCG**

**Register** your club with the OCG as an organisation that has child related workers if you have determined that you have child related workers. [Home | Office of the Children's Guardian \(nsw.gov.au\)](#)

This should have the generic username and password which is related to the club rather than any individual volunteer who may finish their volunteering for the organisation.

[Working With Children Check - Registration of Employers, licensing authorities & Volunteer Organisations \(nsw.gov.au\)](#)

### **b) Collect the WWCC number.**

The club (either the president or the Child Safety Representative) should request the WWCC number from the relevant individual. Information required includes the Surname, DOB and WWCC number.

### **c) Verify the WWCC number.**

Using the username and password, log into the WWCC portal, enter the details and confirm the individual. This way, the OCG knows that you are the employer to contact and the OCG will contact your club directly if someone becomes barred from working with children.

### **d) Record Keeping**

Clubs are required to keep a record of which 'employees' WWCC's have been verified.

There are some great templates on the OCG's website which you can use which will ensure you are meeting your record keeping obligations under the Child Protection (Working With Children) Act 2012. Your records can be kept electronically or on paper using a template like this one [here](#))

For auditing purposes, you must keep these records for seven years.



## 7. CLUB RESOURCES – ADDITIONAL RESOURCES AND SUPPORT

The following websites and documents are recommended as ideal for more information.

- AusTriathlon Integrity Page: [Integrity – AusTriathlon](#)
- Extra safeguarding resources can be found at [Safeguarding | Sport Integrity Australia Children and Young People Safe Practices – Do's & Don'ts](#)
- The office of Children's Guardian website: [Home | Office of the Children's Guardian \(nsw.gov.au\)](#)
- [Child Protection Links & Other Information – Australian Institute of Health and Welfare](#)
- 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>

Any members of NSW Triathlon or those covered under the AusTriathlon National Integrity Framework are welcome to contact:

<b>NSW Triathlon Office</b> m +0438648117 e <a href="mailto:adam.wicks@nsw.triathlon.org.au">adam.wicks@nsw.triathlon.org.au</a>	<b>National Integrity Manager</b> m +61 421 836 124 e <a href="mailto:chris.cunningham@triathlon.org.au">chris.cunningham@triathlon.org.au</a>
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## RESPONDING TO RISK OF ABUSE AND HARM TO CHILDREN AND YOUNG PEOPLE

### OFFICIAL

#### Annexure A: Responding to Risk of Abuse and Harm to Children and Young People

Under relevant state/territory laws, failure to report any reasonable suspicion or knowledge that a Child/Young Person is or is likely to be at risk of harm could result in criminal proceedings. This Annexure provides examples of the main actions that must be followed, however knowledge of the relevant state/territory reporting obligations is critical.

#### You **must** ACT.

As a person involved in Triathlon you play a crucial role in protecting Children/Young People. You **must** follow the four actions set out below when responding to any Child Abuse allegations.

#### Action 1 - Responding

If a Child/Young Person is at risk of immediate harm, you must ensure their safety by:

- Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns;
- Administering first aid, if required;
- Separating at-risk Child/Young Person and others involved;
- Identifying an appropriate contact person for any on-going liaison with the Police.

If there is no immediate harm, go to Action 2 below.

#### Action 2 – Reporting

If you suspect, on reasonable grounds that a Child/Young Person was, is, or is at risk of being abused and/or neglected, you must report it to the police and/or the relevant state/territory Child protection agency, a list of which can be found [here](#).

If the alleged Child Abuse is occurring in a Relevant Organisation, it may also be documented on the Report Form found at [MAKE AN INTEGRITY COMPLAINT OR REPORT | Sport Integrity Australia](#).

**Drafting Note – NSO may also include a requirement to report to the designated NSO Child Safe contact.**

#### Action 3 – Contact

You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/carers, and who should lead this contact (i.e., police, Child Protection department or Relevant Organisation representative). This could include advice:

- not to contact the parents or carers in circumstances where they are alleged to have engaged in the abuse.
- to contact the parents/carers and provide agreed information as soon as possible.

#### Action 4 – Support

- Support should be provided to any Child/Young Person that has experienced abuse.
- It is important that the person providing support to the Child/Young Person does not attempt to provide support which is outside of the scope of their role.
- Support should include maintaining a calm open manner when listening to any allegations and disclosures, while avoiding seeking detailed information or asking leading questions.
- Information regarding allegations of Abuse need to be well documented and shared with AusTri's designated contact.
- Further support for the Child/Young Person, relevant Adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan.

**Child Safe Contact at AusTri:**

**Name: Chris Cunningham**

**Position: National Integrity Manager**

**Email and/or Phone: [chris.cunningham@triathlon.org.au](mailto:chris.cunningham@triathlon.org.au) / (02) 8488 6200**