

DARLING POINT SAILING SQUADRON



INTEGRITY

CHILD SAFETY POLICY

Statement of Commitment

Darling Point Sailing Squadron is committed to providing services to children and young people to assist them to enjoy, participate, develop and compete in the sport of sailing.

We will ensure that child safety and wellbeing is embedded in our organisational culture, reflected in our policies and procedures, and understood and practised at all levels of our organisation.

We are committed to providing a safe and supportive environment ensuring the safety and wellbeing of children and young adults participating in activities and events at the club.

Revised by DPSS - September 2023

Reference: Australian Sailing Child Safeguarding Policy 31 March 2022

[<https://www.sailing.org.au/about/integrity-hub/> -
<https://cdn.revolutionise.com.au/cups/sailing/files/9eltaxrqb7irqjgs.pdf>]



CHILD SAFETY CODE OF CONDUCT

Darling Point Sailing Squadron staff and volunteers who work with children and young people have a responsibility to keep those children and young people safe. Darling Point Sailing Squadron takes steps to protect children from abuse and neglect as outlined in this code of conduct.

PURPOSE

This code of conduct includes details of acceptable and unacceptable behaviours in dealing with children. It:

- assists with the protection of children from abuse and neglect; and
- provides clarity to staff, contractors and volunteers who work with children by clarifying acceptable and unacceptable behaviour.

CODE OF CONDUCT

All Darling Point Sailing Squadron staff and volunteers are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

POSITIVE OBLIGATIONS

Darling Point Sailing Squadron staff and volunteers are responsible for supporting the safety and well-being of children by:

- adhering to Darling Point Sailing Squadron's Child Safety Policy at all times;
- taking all reasonable steps to protect children participating in Darling Point Sailing Squadron programs from abuse and neglect;
- treating children and young people with respect;
- listening and responding to the views and concerns of children, particularly if they are reporting that they or another child has been abused and/or are worried about their safety or the safety of others;
- ensuring as far as practicable that an adult (other than a parent) is not left alone with a child;
- reporting any allegations of child abuse in accordance with Darling Point Sailing Squadron's Member Protection Policy;
- if an allegation of child abuse is made, taking steps as quickly as possible to ensure that the child or children concerned are safe; and
- where possible, encouraging children to 'have a say' and participate in relevant organisational activities.

UNACCEPTABLE BEHAVIOUR

Darling Point Sailing Squadron staff and volunteers must not:

- develop 'special' relationships with children that could be seen as favouritism (for example, by offering gifts or giving special treatment to specific children);
- engage in any form of 'sexual behaviour' with, or in the presence of, children or young people;
- take any disciplinary action against a child or young person involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating;
- exhibit behaviours with children which may be construed as unnecessarily physical (for example: touching their genital area, buttocks or breasts);
- assist a child with activities of a personal nature that the child can do for themselves, such as toileting or changing clothes;
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- use inappropriate language in the presence of children;
- express personal views on cultures, race or sexuality in the presence of children;
- discriminate against any child, including because of culture, race, ethnicity or disability;
- have contact with a child outside of sailing without consent (for example, social functions or childminding);
- supply alcohol or drugs (including tobacco) to children and young people participating in sailing;
- use electronic communication (email, text messages, twitter etc) with a child or young person other than in connection with Darling Point Sailing Squadron programs (for example sending e-newsletters to the child and their family);
- Ignore or disregard any suspected or disclosed child abuse.

Darling Point Sailing Squadron staff, contractors and volunteers must observe this code of conduct and accept responsibility for immediately reporting any breach of this code to Darling Point Sailing Squadron's Child Safety Officer or management team.

**IF YOU BELIEVE A CHILD IS AT IMMEDIATE RISK OF
ABUSE PHONE 000.**



CHILD AND YOUNG PERSON RISK MANAGEMENT STRATEGY

Purpose

Darling Point Sailing Squadron (DPSS) is committed to providing a safe and enjoyable environment for all children who participate in sailing related activities at our club.

The purpose of this **Child and Youth Risk Management Strategy** is to:

- identify risk areas that might harbour child harm
- remove child harm from all aspects surrounding the activities of sailing at DPSS
- protect all children from exposure to harm
- provide a consistent application of processes and penalties for breaches to the Codes of Conduct/Ethics where the breach relates to child harm
- educate the DPSS community about the **Member Protection Policy**, this Strategy and the procedures.

In order to comply with the legislative framework, a Child and Youth Risk Management strategy must address eight (8) minimum requirements. These requirements:

- address an organisation's commitment to creating a safe and supportive service environment
- strengthen an organisation's capability to provide such an environment
- assist an organisation to manage any particular concerns with respect to the safety and wellbeing of children and young people who are involved with the organisation, and
- promote the consistency of an organisation's approach to risk management, both within the organisation and with respect to compliance with the requirements under the Act.

The eight requirements are:

Commitment

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
2. A code of conduct for interacting with children.

Capability

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

Concerns

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of your risk management strategy.
6. Risk management plans for high risk activities and special events.

Consistency

7. Policies and procedures for managing compliance with the blue card system.
8. Strategies for communication and support.

COMMITMENT

1. Statement of commitment

Darling Point Sailing Squadron is committed to providing services to children and young people to assist them to enjoy, participate, develop and compete in the sport of sailing.

We will ensure that child safety and wellbeing is embedded in our organisational culture, reflected in our policies and procedures, and understood and practised at all levels of our organisation.

We are committed to providing a safe and supportive environment ensuring the safety and wellbeing of children and young adults participating in activities and events at the club.

2. Code of Conduct

DPSS instructors, coaches and volunteers must follow the **DPSS Codes of Conduct** (in **Member Protection Policy**) which outline how to interact with children, young people and others.

Standard of appropriate behaviour for DPSS instructors, coaches, volunteers, members, parents/guardians, sponsors, visitors, children and young people:

BEHAVIOUR	APPROPRIATE	INAPPROPRIATE
Language	<ul style="list-style-type: none">Using encouraging/positive words and a pleasant tone of voiceOpen and honest communication	<ul style="list-style-type: none">Insults, criticisms or name callingBullying, swearing or yellingSexually suggestive comments/jokes
Behaviour	<ul style="list-style-type: none">Giving clear concise instructionsUsing positive feedback on performanceBeing encouraging	<ul style="list-style-type: none">Negative feedback about a person'Putting down' a personUsing drills as punishment
Supervision of children	<ul style="list-style-type: none">Being a positive role modelBuilding relationships based on trustEmpowering children to share in decision making	<ul style="list-style-type: none">Favouritism or giving giftsSpending excessive amounts of time alone with childrenContact outside of working hours (either physical or via email/phone)Bullying, harassment'Grooming' children or young people
Physical contact	<ul style="list-style-type: none">Allowing for personal spaceUsing physical contact appropriate for teaching a skill, with permissionTouching due to medical emergency or protecting from physical harm	<ul style="list-style-type: none">Inappropriate touching that makes others feel uncomfortableViolent or aggressive behaviour including hitting, kicking, slapping or pushing

	<ul style="list-style-type: none"> • Non-threatening and within sight of others at all times • Use drills/games to develop fitness 	<ul style="list-style-type: none"> • Kissing or touching of a sexual nature consistent with 'grooming' • Congratulating participants in an isolated setting
Other	<ul style="list-style-type: none"> • Appropriate attire/clothing for role • Use of internet/mobile phone for work-related purposes only 	<ul style="list-style-type: none"> • Using alcohol or other substances before or during work • Inappropriate clothing • Sending inappropriate emails

- **Avoid being alone with a child**

To protect yourself and the child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (e.g. other coaches, officials or parents/guardians)
- Before going into change rooms knock or announce that you will be coming in. Have at least one adult with you in a change room with children.

CAPABILITY

3. Recruiting, selecting, training and managing staff and volunteers

DPSS will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children in positions of instructing or coaching.

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

DPSS will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, DPSS will ensure that the criminal history information is dealt with in accordance with relevant state requirements.

Volunteers

When recruiting volunteers for DPSS, it is encouraged that all volunteers hold a current blue card or are eligible to receive a blue card.

Being an organisation that deals with children, young adults and adults there are roles that do not require a blue card.

Any volunteer of 18 years of age or older who is working with or making decisions on behalf of children must have a blue card.

Officials, instructors and coaches

Any official, instructor and coach of 18 years of age or older who is working with or making decisions on behalf of children must have a blue card.

Officials, instructors and coaches are encouraged to read the ***Codes of conduct, Member Protection Policy*** and ***Child and Youth Risk Management Strategy*** to ensure that they understand their responsibilities to all participants of our sport.

Induction program

An annual induction program which includes details of the organisation's child and youth risk management strategy will assist instructors and coaches to understand their role in providing a safe and supportive environment for children and young people.

CONCERNS

4. Handling disclosures or suspicions of harm, including reporting guidelines

The following policy and procedures will ensure that adults respond as quickly as possible and in the best interests of the child or young person under 18 years of age, when disclosures or suspicions of harm are received. DPSS recognises that children and young people are vulnerable members of the community and that extra measures must be taken to protect and support them.

All DPSS instructors and volunteers will report disclosed or suspected harm to either the Department of Communities (Child Safety Services) or the Queensland Police Service who will decide on an appropriate course of action.

Harm

Harm is defined under the Child Protection Act 1999 as 'any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. For harm to be significant, the detrimental effect on the child's wellbeing must be substantial or serious, more than transitory and must be demonstrable in the child's presentation, functioning or behaviour'.

Harm may be categorised in the following types:

- physical abuse, for example, beating, shaking, burning, biting, causing bruise or fractures by inappropriate discipline, giving children alcohol, drugs or inappropriate medication
- emotional or psychological abuse, for example, constant yelling, insults, swearing, criticism, bullying, not giving children positive support and encouragement
- neglect, for example, not giving children sufficient food, clothing, enough sleep, hygiene, medical care, leaving children alone or children missing school, and
- sexual abuse or exploitation, for example, sexual jokes or touching, exposing children to sexual acts or pornography or having sexual intercourse with a child or young person under 16 years of age (even if the child appears to have consented).

Reasonable grounds to suspect harm

DPSS instructors and volunteers may have 'reasonable grounds' to suspect harm if:

- A child or young person informs a DPSS instructor or volunteer that they have been harmed
- Someone else, for example, another child or young person, a parent, or a staff member, tells a DPSS instructor or volunteer that harm has occurred or is likely to occur
- A child or young person informs a DPSS instructor or volunteer they know someone who has been harmed. It is possible the child may be referring to themselves
- Disclosure of Harm

A disclosure of harm occurs when someone, including a child, tells you about harm that has happened or is likely to happen. Disclosures of harm may start with:

- 'I think I saw...'
- 'Somebody told me that...'
- 'Just think you should know...'
- 'I'm not sure what I want you to do, but...'

Handling disclosures and suspicions of harm

DPSS has a comprehensive **Membership Protection Policy** and all coaches, instructors, volunteers and members must abide by this policy.

An Incident Report Form is at Attachment 2.

5. Managing breaches of the strategy

This plan outlines the steps to be taken following a breach of the child and youth risk management strategy in order to address the breach in a fair and supportive manner.

Definition

A breach is any action or inaction by any member of the organisation, including children and young people, who fails to comply with any part of the strategy. 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
- procedures for recruiting, selecting, training and managing paid employees and volunteers
- policies and procedures 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 special events, and
- strategies for communication and support

All stakeholders are to be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the child and youth risk management strategy.

Who Must Comply With This Plan?

- coaches, instructors, volunteers and contractors
- management committee members
- parents and carers
- children and young people

Processes to Manage a Breach

Breaches will be managed in a fair, unbiased and supportive manner. The following will occur:

- 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 outcome will be recorded
- matters discussed in relation to the breach will be kept confidential, and
- an appropriate outcome will be decided.

Handling complaints and breaches

Complaint handling procedures are set out in Section 10 of the **Member Protection Policy**.

Suitable Outcomes for Breaches

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

- emphasising the relevant component of the child and youth risk management strategy, for example, the code of conduct
- providing closer supervision
- further education and training
- mediating between those involved in the incident (where appropriate)
- disciplinary procedures if necessary, or
- reviewing current policies and procedures and developing new policies and procedures if necessary.

6. Risk management plans for high-risk activities and special events

Planning Activities

An important part of planning any activity is assessing the actual and potential risks to everyone involved. Conducting a risk assessment is an effective way to do this.

When doing a risk assessment and planning activities, consider:

- the number of people taking part
- their age and gender mix
- the age range of the participants
- the type of activity
- the environment where the activity will take place (on-water, on the rigging lawn, inside the club house)
- the particular needs of individual participants, and
- the policies and procedures of DPSS.

In addition, some basic principles need to be considered when planning activities. These include:

- maximising opportunities for children and young players to enjoy themselves and have fun
- ensuring your activities support the interests and wellbeing of children and young players
- being aware that children and young players should not be left unattended
- ensuring instructors, coaches, officials and volunteers know where children and young sailors are at all times, and what they are doing
- providing constant adult supervision over any activity in potentially dangerous situations
- ensuring children and young players are supervised by appropriate numbers of adults depending on numbers and age of children and type of activity, and
- ensuring no dangerous behaviour by children and young people is allowed.

Who is responsible for what?

It can be easy to overlook the need to clearly identify who is responsible for what when providing an activity. This could include responsibilities such as:

- who will check the site before it is used?
- who will check the boats and equipment and to see if it works beforehand?
- who will do any setting up that needs to be done?
- who will be responsible for delivering the actual activity?
- who will stay behind until everyone has left?

Supervision

Supervising an activity is a critical element in dealing with children and young players.

Supervision will be provided by DPSS's instructors, coaches and volunteers. Some aspects to consider include:

- ensuring instructors, coaches and officials are appropriately qualified, well trained and have current competencies
- ensuring there are enough people to supervise the number of children and young sailors involved in the activity
- making instructors, coaches and officials aware of their rights and responsibilities as well as the rights and responsibilities of all others involved in the activity, and
- ensuring supervisors adhere to the policies and Code of Conduct (Member Protection Policy).

Instructors, coaches and volunteers who supervise or provide an activity are often in a position to build relationships with the children and young players. These relationships should be positive and contribute to the interests and wellbeing of children and young people.

Monitoring activities

It is important to take an active interest in what actually occurs at each activity. The management committee and DSC Principal should determine how well instructors, coaches and volunteers are performing their duties and whether they are acting in an ethical and appropriate way.

This can be achieved by adopting and designing appropriate strategies such as:

- supervising instructors and volunteers
- conducting random audits (checks) of activities
- conducting surveys to find out how the participants felt about the activities
- rotating instructors and volunteers to supervise different activities, and
- monitoring the development of children and young sailors as a result of the activities and addressing any deficiencies.

By implementing a combination of strategies, the chance of inappropriate behaviour occurring is decreased.

CONSISTENCY

7. Compliance with the requirements of the blue card system

Information about blue cards is at www.bluecard.qld.gov.au

Who requires a blue card or exemption card?

You will need a blue card if your work relates to sport or active recreation and includes:

- providing services to children
- conducting activities with children.

People who will need a blue card include:

- a person employed to provide personal training, instructing or coaching to children
- all DPSS paid instructors and coaches
- all volunteers if the usual functions include or are likely to include providing services directed mainly towards children, or conducting activities mainly involve children, unless an exemption applies.

These people will **not** need a blue card:

- a parent volunteering at the same place their child is participating in the activities (unless they are a restricted person, who cannot rely on this exemption).
- a person providing these activities as part of a sports club.

Who cannot apply for a blue card or exemption card?

To help ensure the safety of children and young people in Queensland, the blue card system stops certain people from holding or applying for a blue card such as:

- people convicted of disqualifying offences
- current negative notice holders
- people convicted of serious offences as they can only hold a blue card in exceptional circumstances.

Applying online for a blue card or exemption card

- a. Apply or renew a Blue Card at <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>. A Qld Department of Transport CRN is required.
- b. Email your blue card or exemption card account number to Secretary at dpssorg@gmail.com
- c. DPSS links your account to the DPSS blue card Organisation portal
- d. You will be notified by SMS or email by blue card services of the successful link with DPSS
- e. Complete and submit your online application for a volunteer blue card
- f. Blue card services processes your application
- g. Blue card services notify you and DPSS of the outcome of your application (successful or unsuccessful).

Records of employee and volunteer blue cards

DPSS instructors, coaches and officials without a valid Blue Card must not work with children or young people.

DPSS maintains a blue card register in the organisation portal containing the personal details and blue card details of all existing instructors, coaches, officials, members and volunteers who work with children and young people. This register includes:

- The date of issue of the blue card or exemption
- The expiry date of the blue card, 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).

Instructors must submit a renewal application before the expiry date of their blue card to continue working in regulated child-related employment.

DPSS also maintains an employment/volunteer record of the following information for all DPSS instructors, coaches, officials and volunteers:

- Whether a negative notice has been issued
- Any change in status to a blue card (e.g. a change in police information, the positive notice and blue card is cancelled or suspended)
- When there is a change in police information, when DPSS informed Blue Card Services of the change, and
- Any changes of personal information of an employee, including the date they informed Blue Card Services.

Notifying Blue Card Services

Where a DPSS instructor, coach, officials or volunteer holding a blue card advises that there has been a change in their police information, DPSS is to be informed and will advise Blue Card Services immediately through submitting a change in police information notification form. DPSS must not continue to employ the instructor or coach until the form has been submitted. The instructor or coach is not required to disclose the specific nature of the change, only that a change has occurred.

Where an employee or contractor stops being employed, DPSS will also submit a 'no longer with organisation' form.

8. Strategies for communication and support

DPSS is committed to communicating the Strategy, as well as the consequences of breaching the Strategy, to all stakeholders including members, instructors, coaches, officials, volunteers, children and young people, parents and guardians.

These stakeholders will be made aware of the Strategy through the following avenues:

- Updates and reminders on child and youth risk management strategy through e-mails and club updates
- General communication of policies and strategies through
 - o General meetings and AGM
 - o Club correspondence
 - o Risk management templates
- DPSS instructors, officials and committee members will be aware of and have read the ***Child and youth risk management strategy*** and will be on hand to help/inform any stakeholders where assistance is required.

Attachment 1: CODES OF CONDUCT

Australian Sailing and its State Associations endorse the following code of conduct for members, service providers and employees, particularly those responsible for activities involving members under the age of 18 years. As an individual possessing a valid Australian Sailing number, a Financial Member of the Darling Point Sailing Squadron, a service provider or an employee you should meet the following standard of conduct:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealing with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to, Australian Sailing's standards, rules, regulations and policies.
- Operate within the rules of the sport including national and international guidelines that govern Australian Sailing.
- Do not use your involvement with Australian Sailing, a State Association or an Affiliated Club/Class Association to promote your own beliefs, behaviours or practices where these are inconsistent with those of the Relevant Organisation.
- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- Refrain from any form of harassment of others.
- Refrain from any behaviour that may bring Australian Sailing, a State Association or an Affiliated Club/Class Association into disrepute.
- Provide a safe environment for the conduct of the activity.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Understand the repercussions if you breach, or are aware of any breaches of, the Member Protection Policy.

ADMINISTRATORS' CODE OF CONDUCT

Administrators/Committee members/officers/employees/contractors shall:

- Agree to abide by the Code of Conduct.
- Be fair, considerate and honest in all dealing with others.
- Be professional in their actions, language, presentation, manners and punctuality in order to reflect high standards.
- Maintain confidentiality in regards to sensitive and/or commercial information.
- Resolve conflicts fairly and promptly through established procedures.
- Maintain strict impartiality in matters relating to the Member Protection Policy.
- Maintain a safe environment for others.
- Show concern and caution towards others.
- Be a positive role model for others.
- Place the safety and welfare of the sailors, coaches, instructors, other officials and volunteers above all else.
- Conduct club responsibilities with due care, competence and diligence.

COACHES AND INSTRUCTORS' CODE OF CONDUCT

Coaches and instructors educate participants in the fundamental techniques, skills and tactics of sailing. Accredited coaches and instructors are vital to quality sailing development.

Sailing coaches and instructors shall:

- Agree to abide by the code of conduct.
- Become accredited and keep that accreditation up to date.
- Encourage enjoyment of sailing, participation should be for pleasure, winning is only part of the fun.
- Cater for varying levels of ability so that all sailors have a 'fair go' in both practice and competition.
- Provide equal encouragement to males and females to participate, acquire skills and develop confidence.
- Make opportunities available for exceptionally talented sailors or boating participants to develop their full sailing and/or boating potential.
- Prepare and conduct sessions based on sound coaching principles.
- Set realistic standards and objectives for juniors.
- Provide safe sailing or boating conditions.
- Insist that the required protective clothing is fitted and worn appropriately.
- Educate sailors and in the case of juniors, the parents on health and safety in sailing or boating.
- Abide by the World Anti-Doping Code and the Australian Sailing Anti-Doping Policy.
- Ensure that the consequences of inappropriate behaviour are clearly understood by sailors and boating participants, and in the case of juniors, the parents.
- Keep up to date with sailing and boating coaching development.
- Operate within the rules and spirit of the sport and teach your sailors and boating participants to do the same.
- Never ridicule or yell at young sailors or boating participants for making a mistake or not coming first.
- Provide a good role model of sporting behaviour and respect the rights, dignity and worth of every sailor and boating participants regardless of their age, gender, ability, cultural background or religion

SAILOR PARTICIPANTS' CODE OF CONDUCT

Competitors are expected to comply with the Basic Principle outlined in the *Racing Rules of Sailing*.

As a competitor you shall:

- Be tolerant of other users of the waterways and surrounding environs.
- Never argue with an official.
- Control your temper. Verbal abuse of officials and sledging other sailors/boating participant, deliberately distracting or provoking an opponent are not acceptable or permitted behaviour.
- Not abuse other crew members.
- Abide by the Australian Sailing Anti-Doping Policy.
- Work equally hard for yourself and/or your crew. Your boat's performance will benefit and so will you.
- Be a good sport. Applaud your opponents when they get one up on you.

- Treat all participants as you like to be treated. Do not bully or try to take an unfair advantage of another competitor.
- Cooperate with your fellow sailors/boating participants, without them there would be no competition.
- Participate for your own enjoyment and benefit not just to please others.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

OFFICIALS' CODE OF CONDUCT

Officials shall:

- Place the safety and welfare of the participants above all else.
- Accept responsibility for their actions.
- Be impartial.
- Avoid anything which may lead to conflicts of interest.
- Be courteous, respectful and be open to discussion and interaction.
- Value the individual in sport.
- Seek continual self-improvement through study, performance appraisal and regular updating of competencies.
- Encourage inclusivity and access to all areas of officiating.
- Be a positive role model in behaviour and personal appearance.

PARENTS AND GUARDIANS' CODE OF CONDUCT

Parents should:

- Remember that children participate in sailing or boating for their enjoyment, not yours.
- Encourage children to participate, not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children to sail or boat according to the rules and to settle disagreements without resorting to hostility, violence or abuse.
- Never ridicule or yell at a child for making a mistake or losing a race.
- Remember that children learn best by example. Appreciate good performances and skills displayed by all participants.
- Support all efforts to eliminate verbal and physical abuse from sport.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation of the efforts of volunteer coaches, officials, administrators and other helpers as without them there would be no sport for your children to participate in.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

SPECTATORS' CODE OF CONDUCT

Spectators should:

- Applaud good performance and efforts from all sailors, boating participants and teams. Congratulate all sailors/boating participants on their performance regardless of the event's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young sailor for making a mistake. Positive comments are motivational.

- Condemn the use of violence in any form, whether it is by other spectators, coaches, officials, sailors or boating participants.
 - Show respect for your team's opponents. Without them there would be no event.
 - Encourage sailors or boating participants to follow the rules and the officials' decisions.
 - Do not use violence, harassment or abuse in any form (i.e. do not use foul language, sledge or harass sailors, coaches, officials or other spectators).
 - Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
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Attachment 2: WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. Fact Sheets for each state and territory are available on the Play by the Rules website: www.playbytherules.net.

Queensland – Blue Card Services

Contact the Queensland Government Blue Card Services

Website: www.bluecard.qld.gov.au

Phone: 1800 113 611

Reference: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/required/individuals#recreation>

Who requires a blue card or exemption card?

You will need a blue card for work at a club that includes providing services to children and conducting activities with children. A blue card is required for people working or volunteering:

- with a children's sports team
- as a board or committee member—such as a president, treasurer or secretary member—for a community organisation that provides regulated services for children.

Under this category, you may not need a blue card if you are a parent who volunteers at an organisation your child attends and you provide the **same or similar** services to those your child is receiving at the club.

For example, if a parent volunteers at their child's sporting club as a team manager/coach for their child's team, and does not perform another role within the club such as a timekeeper for another junior team, a blue card is not required. This is because the services the parent provides are the same or similar to those their own child receives at the club, and they are captured by the volunteer parent exemption (unless a restricted person). A restricted person cannot rely on the volunteer parent exemption.

However, if the same parent proposes to volunteer at their child's sporting club as a Secretary of the Committee, or officiates other junior teams, they are not providing the same or similar services that their child is receiving at the club and a blue card is required.

Clubs are best placed to determine whether the services or activities a volunteer parent will provide are the same or similar to those their child receives at the organisation.

You should check with your about the proposed activities of any volunteer role and whether a blue card is required.

Under 18 years of age

- You will need a blue card if you are under the age of 18 years and proposing to engage in paid work at a club. For example, a young person who is getting paid to do babysitting.
- You don't need a blue card if you are a paid employee, volunteer or student and you work for no more than 7 days in a calendar year. A calendar year starts from 1 January and ends on 31 December. A 'day' is for any period of time on 1 day, irrespective of whether it is a full day or part day. You cannot rely on the frequency test if you are a restricted person or a running a business.
- You don't need a blue card if you are a volunteer who is under 18 (a restricted person cannot rely on this exemption). If you continue volunteering after you turn 18, you will need to apply for a blue card. We can accept your application 3 months before you turn 18 and, if it's approved, your card will be issued on your 18th birthday.

Who cannot apply for a blue card or exemption card?

To help ensure the safety of children and young people in Queensland, the blue card system stops certain people from holding or applying for a blue card such as:

- people convicted of disqualifying offences
- current negative notice holders
- people convicted of serious offences as they can only hold a blue card in exceptional circumstances.

Applying online for a blue card or exemption card

- h. Apply for an online account at www.bluecard.qld.gov.au. A Qld Department of Transport CRN is required.
- i. Email your blue card or exemption card account number to Secretary at dpssorg@gmail.com
- j. DPSS links your account to the DPSS blue card Organisation portal
- k. You will be notified by SMS or email by blue card services of the successful link with DPSS
- l. Complete and submit your online application for a volunteer blue card
- m. Blue card services processes your application
- n. Blue card services notifies you and DPSS of the outcome of your application (successful or unsuccessful).

Attachment 3: MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

Reference: <https://www.sailing.org.au/integrity/qld-childsafeguarding/>

Mandatory reporting of suspected child abuse

Recently, the law in Queensland has changed to better protect children from abuse. Specifically, two new obligations have been introduced:

1. **All adults** are now mandatory reporters. That is, all adults in the community that reasonably believe (or should reasonably believe) that a child under 16 is the victim of current or past sexual abuse **must report it to the police as soon as possible**, unless they have a reasonable excuse.
2. Adults employed by, or who volunteer for, an institution that provides services or facilities for children have a duty to protect children from sexual abuse. Specifically, such a person commits an offence if they:
 - a. Know there is a significant risk that another adult associated with the institution will commit a sexual offence against a child under 16 who is under the care, supervision or control of an institution; and
 - b. Have the power or responsibility to reduce or remove the risk; and
 - c. Wilfully or negligently fail to reduce or remove the risk.

[Click here for more information](#) about these changes.

Contacts

If you believe a child is in **immediate danger**, call 000.

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm or being neglected, contact [Child Safety Services Centres](#) and talk to someone about your concerns:

- **During normal business hours** - contact the [Regional Intake Service](#).
- **After hours and on weekends** - contact the Child Safety After Hours Service Centre on **1800 177 135** (24 hours a day, 7 days a week).