

GUIDELINES

These guidelines have been developed by the Adelaide Triathlon Club Inc. to ensure safety and protection for its members. It is based upon the Member Protection Policy created by Triathlon Australia and adopted by State and Territory Triathlon Associations from across Australia, including the Adelaide Triathlon Club. These guidelines should be read and understood as being consistent with the Member Protection Policy.



These guidelines describe the practical steps to be taken to eliminate forms of inappropriate behaviour against children and young people from our sport. They apply to all members of the Adelaide Triathlon Club and evidence our commitment to ensure the safety and well-being of all children and young people who participate in our sport. The Adelaide Triathlon Club supports the rights of the child and will act at all times to ensure that a child-safe environment is maintained. Adelaide Triathlon Club encourages active participation of all their members in providing a safe, fair and inclusive environment for all participants.

Adelaide Triathlon Club will:

- develop and implement a risk management strategy to minimise and prevent the risk of harm to children because of the actions of an employee, volunteer or another person.
- develop and promote a code of behaviour that sets out the conduct we expect of adults when they deal and interact with children involved in our sport.
- take all reasonable steps to ensure that our organisation engages suitable and appropriate people to work with children.
- ensure that Working with Children Checks are conducted for all employees and volunteers who work with children, where an assessment is required by law.
- ensure that all our employees and volunteers who work with children have ongoing supervision, support and training.
- encourage children and young people to be involved in developing and maintaining a child-safe environment for our sport.
- ensure that all our employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected.
- require members to obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure they explain how the image will be used.
- ensure that no camera phones, videos and cameras to be used inside changing areas, showers and toilets.

- have an effective complaints mechanism in relation to an allegation of actions that are inappropriate towards children or a breach of our policies.

Adelaide Triathlon Club seeks to provide a safe environment for children and young people involved in our sport. For this reason Adelaide Triathlon Club will ask a member who will work directly with young people or children in club activities to undertake criminal history checks and provide signed declarations, referee checks and other appropriate checks prior to them doing so. Adelaide Triathlon Club will then assess a person's suitability to work with children and young people.

1. Screening requirements

The process to screen people associated with our organisation who work, coach or have regular unsupervised contact with children and young people under the age of 18 is referred to in this part.

Adelaide Triathlon Club will:

- ask a member to complete a Member Protection Declaration ("MPD");
- ask a member to provide a national police check;
- ask a member to provide referees (verbal or written);

If a person is unable to provide a MPD, or cannot satisfactorily answer the questions in the MPD, or they do not wish to provide a national police check, or it indicates that a "relevant offence" has been recorded, Adelaide Triathlon Club will seek an explanation. Once provided Adelaide Triathlon Club will make an assessment about the suitability of the person to work with children and young people. If Adelaide Triathlon Club is not fully satisfied, no authority will be provided by Adelaide Triathlon Club for that member to undertake the position.

Adelaide Triathlon Club will protect the privacy of each person who undertakes the screening process and keep all information we obtain strictly confidential.

2. Member Protection Declaration

Each member who intends to work with young people or children must complete the Member Protection Declaration. This declaration will be provided by the Adelaide Triathlon Club to the member and shall be in substantially the same terms as the pro forma attached to these guidelines.

Further Information

If you require any further information in relation to our policy, this guideline or any other related matter please contact:

**Andrew Bartlett, President president@adelaidetriathlonclub.com.au
0414692664**

Member Protection Declaration – Adelaide Triathlon Club

It is a requirement of our Member Protection Policy that Adelaide Triathlon Club check the background of each person who works, coaches or has regular unsupervised contact with children and young people under the age of 18.

I (name) of
..... (address) born on/...../.....
sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. To my knowledge, there is no other matter that Adelaide Triathlon Club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the Adelaide Triathlon Club immediately upon becoming aware that any matter set out above has changed.

Declared in the State of South Australia on/...../.....(date)

Signature