



Member welfare

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1. Introduction

The Carlile Swimming competitive program ('Program'), Carlile Swimming Team and Ryde-Carlile Swimming Club ('Clubs') strive for excellence in competitive performance by providing an optimal environment to achieve this goal. The Program and Clubs are committed to the competitive programs mission statement below, including the ultimate purpose of pursuing competitive excellence.

"Our aim is not to produce a champion, but to provide an environment where champions are inevitable. However, swimming is a means to an end – to build self-confidence, self-discipline, integrity and courage for life."

Achieving these aims involves offering the highest quality coaching and related services, facilities, and administrative support. The Program and Clubs also recognise that it is crucial to foster an environment of tolerance, friendship and enjoyment, where all involved with the Program and Clubs act in a manner consistent with our aims and with the highest standards of behaviour.

The Program and Clubs Welfare Policy ('Policy') sets out the principles, responsibilities and best practice guidelines that will promote this desired environment. The Policy covers both general welfare and child welfare.

2. Application and purpose

This Policy applies to all members and affiliated workers/volunteers engaged for any Carlile Swimming program or activity. This means any person who represents Carlile Swimming must meet these requirements including:

- the Clubs' swimmers ('Swimmers')
- the Program' coaches ('Coaches')
- other Carlile Swimming staff working with the Program ('Staff Members')
- the Clubs' officers ('Officers')
- Technical Officials ('Officials')
- consultants working with the Program ('Consultants')

Furthermore to ensure Carlile Swimming programs and events are safe, fun and inclusive for all members, the policy applies to additional people that are not typically known as members. The expectations set out in this policy also apply to:

- Parents, Carers and family members of the programs swimmers

Throughout this Policy all of the above parties (including parents, carers and family members) are referred to collectively as 'Carlile Members'. Throughout this Policy, the definition of a Child/Children refers to a member 16 years and under.

3. Purpose

This policy aims to ensure that:

- Members are treated with respect and dignity, and are protected from any form of abuse, bullying, harassment or discrimination;
- Members are aware of their responsibilities and rights.
- Members in a position of authority understand their 'relationship and duty of care' obligations.

4. Swimming Australia policies and ASCTA code

Swimming Australia Limited ('SAL') has a Safe Sport Framework that applies to all Members. The Framework and associated policies can be downloaded from the Swimming Australia website (www.swimming.org.au) via the 'Integrity' menu and the 'Safe Sport Framework' link,

The Australian Swimming Coaches and Teachers Association ('ASCTA') has a Code of Conduct that applies to Coaches. This Code of Conduct can be downloaded from the ASCTA website (www.ascta.com) via the 'Membership' menu and the 'Code of Conduct' link.

The Program and the Clubs recognise that Members are subject to the SAL policies, and Coaches are subject to the ASCTA code of conduct. This Policy is intended to supplement

the SAL policies and frameworks by stating the relevant principles, responsibilities and best practice guidelines and other relevant information.

5. General welfare

Principles

- The Program and the Clubs place great emphasis on the general welfare of all Members.
- Members must not engage in any form of abuse, bullying, harassment or discrimination ('Prohibited Behaviour').

Members must, as far as possible, be protected from Bullying, Abuse, Harassment and Intimidation ("Prohibited Behaviour") whether such behaviour occurs in person (or by phone or other electronic means) or written (including by electronic means such as mobile telephones, the internet, and social media). Prohibited Behaviour occurs when a Member feels anxious or distressed as a result of the behaviour. The focus is on the effect of the behaviour, regardless of who it was directed at or the intention behind it.

Behaviour of this nature may constitute a crime under NSW legislation.

Abuse means any act causing, or likely to cause, harm to a person's wellbeing. Abuse may be physical, psychological (including emotional) or sexual.

6. Bullying

Bullying means the use of verbal, physical, social or psychological behaviours with the intent of causing harm or intimidation to the victim.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders. Bullying can happen anywhere: at school, travelling to and from school, in sporting teams, between neighbours or in the workplace.

Bullying behaviour can be:

	Behaviour Examples
Verbal	Name Calling, Teasing, Abuse, Putdowns, Sarcasm, Insults, Threats
Physical	Hitting, Punching, Kicking, Scratching, Tripping, Spitting
Social	Ignoring, Excluding, Ostracising, Alienating, Making Inappropriate Gestures
Psychological	Spreading Rumours, Dirty Looks, Hiding or Damaging Possessions, Malicious SMS and Email messages, Inappropriate use of camera phones

A 'victim' can be anybody directly or indirectly affected by the Prohibited Behaviour.

7. Harassment

Harassment means behaviour that is offensive, belittling or threatening; and is unwelcome or likely to cause the victim to feel offended, humiliated or intimidated. Harassment may be physical, psychological (including emotional) or sexual. Harassment can be unlawful and any form of sexual harassment will be reported to the Australian Human Rights Commission.

8. Discrimination

Discrimination means treating someone less favourably than others based on an attribute or characteristic they have. These attributes and characteristics include, but are not limited to: Age, gender, race, disability, sexual orientation, marital or parental status, pregnancy, physical features, religious beliefs and political beliefs. These characteristics are protected by law, and any form of discrimination will be reported to the Anti-Discrimination Board of NSW.

Responsibilities

Members are required to:

- read, understand and support the Policy relating to general welfare
- if any member is unsure of any aspect of the Policy they are encouraged to always seek further information from Carlile Swimming management
- be alert to Prohibited Behaviour and signs of anxiety or distress in other Members, in particular Swimmers; discourage and prevent Prohibited Behaviour and
- advise an appropriate Member (Coach, Staff Member or Officer) if Prohibited Behaviour occurs, whether or not they are the victim
- Take appropriate action once a Prohibited Behaviour is reported

9. Sexual relationships

Carlile Swimming has a zero tolerance for any form of sexual abuse or sexually inappropriate behaviour toward a member.

- All Carlile members in positions of power or authority (e.g. Coaches, Staff Members, Consultants, Technical Officials, and Officers) must not have a sexual relationship with any swimmer irrespective of the age of the swimmer.
- Sexual relationships and/or any form of intimate activity with any child including Carlile members under 16 years of age are criminal offences under NSW law.
- If any swimmer behaves inappropriately toward a Coach, Staff Member, Consultant, Technical Official or Officer, the adult should advise Carlile Swimming Management as soon as possible. Any unlawful sexual relationship and/or any form of intimate activity involving members will immediately be reported to the police.

10. Swimmer welfare

Principles

- The welfare of Swimmers is of paramount importance to the Program and Clubs.
- Members must not subject Children to abuse ('Child Abuse') or other Prohibited Behaviour.
- Children must, as far as possible, be protected from Child Abuse and other Prohibited Behaviour.
- Members understand that a child has the right to a safe and fun swimming environment free from all forms of harm and abuse.

11. Child abuse

Child Abuse includes any action that results in or is likely to result in the physical injury or sexual abuse of a child, and severe psychological or physical harm. Child Abuse is a crime under the Young Persons (Care and Protection) Act 1998 (NSW), and may also be a crime under the Crimes Act 1900 (NSW). Child Abuse includes, but is not limited to:

- physical abuse
- sexual abuse
- emotional abuse
- neglect and
- any other violation of a Child by a person in a position of trust or authority.

Responsibilities

Members are required to:

- read, understand and support the Policy relating to child welfare
- if any member is unsure of any aspect of the Policy they are encouraged to always seek further information from Carlile Swimming management
- be alert to Child Abuse or other Prohibited Behaviour directed at Children, and signs of anxiety or distress in Children
- discourage and prevent Child Abuse or other Prohibited Behaviour directed at Children
- advise an appropriate Member (Coach, Staff Member or Officer) if a child is subjected to Prohibited Behaviour other than Child Abuse, whether or not they are the victim and
- immediately report any actual or suspected incidence of Child Abuse in the manner described below.

Any Member who knows or reasonably suspects that a Swimmer is or has been the victim of Child Abuse by another Member must immediately report it to the police or relevant government agency, and also to the CEO of Carlile Swimming. If necessary Carlile

Swimming will provide contact details for counselling services to any Member who has become aware of Child Abuse.

12. Recruitment practices

Carlile Swimming

Carlile Swimming must ensure Coaches, Staff Members and Consultants comply with all Carlile Swimming policies related to Child Protection. Carlile Swimming may at its sole discretion require Coaches, Staff Members and Consultants to undertake education from time to time.

The Working With Children Check is valid for five years. The WWCC (in NSW) has a feature known as 'continuous monitoring'. This allows NSW Police to alert the Office of the Children's Guardian to any charges of a serious nature in relation to Violence or Sexual offences throughout the five year period that a WWCC is held by an individual.

If any person with a valid WWCC is charged by NSW Police with a serious sex or violence offence, a risk assessment will be undertaken and if found that the individual becomes barred from child-related work, the Office of the Children's Guardian will notify Carlile Swimming accordingly.

Swimming clubs/teams

Affiliate Swimming Clubs must ensure that all prospective Club Officers, Technical Officials and club appointed Team Managers who work with Children have undergone the required Working With Children Check (WWCC) before commencing employment, volunteer or consulting work; and must otherwise carefully screen and select these people for their suitability to working with Children.

13. Best practice guidelines

Coaches, Staff Members, Officers and Consultants should abide by the following best practice guidelines to ensure that Swimmers are protected from Prohibited Behaviour, and, in particular, Children are protected from Child Abuse or other Prohibited Behaviour.

General

- Ensure there is adequate age-appropriate supervision of Children.
- Ensure that where possible Children have access to a responsible adult of the same gender as the Children.
- Encourage Swimmers to inform an appropriate Member, or responsible adult, if they feel anxious or distressed in any situation.

Physical contact

Do not have physical contact with a Swimmer other than as permitted below:

- If physical contact with a Swimmer is required for skill development purposes, ensure the Swimmer's informed consent is obtained.
- Physical contact or any touching of an intimate area of the child's body is strictly prohibited. Intimate areas include breast, buttock, inner thigh and genital areas of both male and females regardless of their age or physical development.
- Massage, treatment of injury or any other physical contact related to stretching, warm-up or recovery procedures should only be done by a qualified Consultant, either in a designated open treatment area or in the presence of a responsible adult. Massage of any intimate area is strictly prohibited.
- Ensure congratulations or comfort offered to Swimmers does not involve contact with intimate areas of the body or other inappropriate contact, and is done in view of others. Good examples of congratulating a swimmer are handshakes, high fives and patting a swimmer on the back. Good examples of comforting a distressed swimmer are an arm around the shoulders, or a pat on the back (both of which are non-intimate areas).

Being alone with a child

- Avoid being alone with a Child where possible. The best professional adults working with children ensure that all interactions with children can be seen by either another adult or other members.
- Meet with a Child in the presence of a responsible adult (or older Child), or in an open and visible area. Meeting with a child in a change-room, bathroom or bedroom is inappropriate and subsequently prohibited.
- A Child should not visit the house of a Coach, Staff Member, Consultant or Officer unless accompanied by the Child's Parent/Guardian. Meetings with swimmers and their families are better suited to open visible areas. Carlile Swimming Coaches, Staff Members and Consultants are required to alert another responsible Carlile Swimming Staff member if any meetings are scheduled at the home of the Carlile Swimming representative.
- Except in an emergency, any Child in a private car driven by a Coach, Staff, Consultant or Officer must have the consent of that Child's Parent/Guardian, and must be accompanied by another responsible adult (or older Child), preferably of the same gender as the Child. Children should sit in the back seat.
- For further advice or clarification please contact the Carlile Swimming Competitive Program Manager.

Miscellaneous

- When Children are picked up from training, and depending on the age of the Children, Children should be collected from a predetermined area so the Coach or other relevant Member can see when a Child has not been picked up and can arrange for appropriate supervision or other action.

- Avoid entering changing rooms while Children are changing, and where possible do so with a responsible adult. Allow children time to get dressed/changed and announce you are entering or knock loudly before going into the facility.
- Physical punishment or discipline of a child is unlawful. Ensure that disciplinary measures are non-physical and do not involve humiliation or embarrassment.
- Do not permit games that are physically rough or sexually provocative, or involve inappropriate contact or language.
- Other than Program, Club or other swimming functions, do not socialise with Swimmers.
- Do not permit unauthorised or unsupervised photography or videoing of Swimmers, and where possible obtain the consent of an adult Swimmer or a Child's parent/guardian to any photography or videoing, and the display of photographs or videos.

Swimmer education

- Coaches should ensure that Swimmers read, understand and support this Policy. Swimmers are required to acknowledge the Code of Conduct and Athlete Agreement as members of Carlile Swimming.
- Coaches should educate Swimmers regarding the required standards applicable to physical contact and verbal or electronic communication between Swimmers, and what is regarded as Prohibited Behaviour. Regular informal reminders of the standards will help to establish a professional culture of respect amongst members.

Self-reporting

- If a Member inadvertently or otherwise breaches this Policy or feels they have been in a situation or done something that may be regarded as compromising or concerning, they are encouraged to trust that Carlile Swimming will handle all instances fairly and required to report the breach to the Program' and Clubs' Member Protection Information Officer ('MPIO').

14. Policy breaches

It is a breach of this Policy for any Member to:

- engage in Child Abuse or other Prohibited Behaviour including harassment of a member, bullying of any member and/or any form of discrimination toward Carlile Swimming members
- victimise another Member for reporting Child Abuse or Prohibited Behaviour or making a complaint
- disclose to any unauthorised party any information of a confidential nature in relation to a complaint
- make a complaint that they know to be untrue, vexatious, malicious or improper; or

- fail to comply with a direction given during the complaints procedure or disciplinary measure imposed following a breach of this Policy

15. Complaints and complaints procedure

Complaints

- Any Member may make a complaint about another Member if they reasonably believe that Member has breached the Policy.
- The complaint may be made directly to an MPIO; or to a Coach, Staff Member or Officer, who will then pass the complaint on to an MPIO.
- Complaints may be made verbally or in writing.
- Complaints will be dealt with promptly, seriously, sensitively, confidentially and in accordance with the complaints procedures.
- To the extent reasonably possible, the anonymity of a Member reporting a breach in the Policy will be protected.
- Any sharing of relevant information will strictly be on a 'needs to know basis'.
- Complaints about breaches of the ASCTA Code of Conduct by a Coach may be made in writing to the ASCTA CEO.

Complaints procedures

SAL has comprehensive complaints procedures that the Clubs and the Program are bound to follow as identified within the Swimming Australia Safe Sport Framework. The framework covers all aspects of potential misconduct.

The SAL complaints procedures set out within the Framework are a detailed step-by-step process for dealing with a complaint, including mediation, investigation, hearing tribunals, involvement of external agencies, and appeals. Templates for all applicable forms are also included.

Member protection information officer

MPIOs are appointed as the contact for any Member requiring information about this Policy, or wishing to make a complaint regarding an alleged breach of this Policy. The MPIO will then ensure any complaint is dealt with in accordance with the complaints procedures.

Should the situation relate to club operations the issue may be passed to the relevant Club Officer to act upon.

The MPIO for Carlisle Swimming Competitive Program is Matt Adair, who can be contacted by email at mpio@carlile.com.au.

16. Disciplinary measures

If a Member breaches this Policy, disciplinary measures may be imposed. These include, but are not limited to making a verbal or written apology, being suspended or de-registered, or having a Member's appointment or employment suspended pending police investigations.

More information on the range of disciplinary measures and the factors to be considered before imposing any such disciplinary measure are contained in SAL's Safe Sport Framework and in the Clubs' constitutions.

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