



Tweed Valley Triathletes Inc.  
Child Safety & Protection Policy

**Version Control**

Version Number	Date	Summary of Amendments
1	23/7/2023	Draft policy for review
2	6/8/2023	Amended draft policy following internal consultation and feedback from TNSW and Office of Childrens Guardian
3	20/8/2023	Version endorsed at General Meeting 16/8/2023. Identical to V2

# 1. Tweed Valley Triathletes Inc. Statement on Child Safety & Protection

Tweed Valley Triathletes Incorporated (TVT) provides opportunities for physical activity and personal development through the sport of triathlon. TVT caters for children of all abilities and backgrounds. TVT is committed to providing and upholding an environment for children that is safe, positive and inclusive. TVT takes its legislative and moral responsibilities surrounding child safety and protection seriously and is committed to supporting its members and volunteers to meet their responsibilities. TVT has a zero-tolerance position on child abuse and any concerns or allegations will be investigated according to this policy. TVT values and welcomes the input of children and their parents/guardians/carers in developing policies that affect them.

## 2. Purpose & Scope

### 2.1 Policy objectives

The purpose of this policy is to set out a framework for establishing and maintaining Tweed Valley Triathletes Incorporated as a **Child Safe Organisation that adheres to [The NSW Child Safe Standards](#) legislation**. The specific objectives of this policy are to:

1. Facilitate TVT in fulfilling its objective of providing safe, positive and inclusive opportunities for children to participate in the sport of triathlon.
2. Prevent child abuse from occurring within TVT.
3. Establish behavioural expectations regarding child safety and protection.
4. Embed child safety and protection within the governance and organisational culture of TVT.
5. Ensure that internal and external stakeholders of TVT are aware of their responsibilities pertaining to child safety and protection.
6. Prescribe the course of action to be taken for reporting concerns or allegations of child abuse.
7. Ensure that TVT complies with relevant legislation.

### 2.2 Policy application

This policy applies to all:

- TVT members
- TVT Executive Committee members
- Persons assisting with TVT activities and events, including members and non-members acting either in a paid or voluntary capacity
- Parents/guardians/carers of TVT members aged under 18 years

This policy does not apply to any events or activities not organised by, endorsed by, or conducted under the auspices of TVT. For example, private training sessions conducted by a coach that TVT played no role in organising or promoting.

## 3. Relationship with Triathlon Australia Policies

The Tweed Valley Triathletes Inc Child Safety and Protection Policy is informed by, and operates under the following Triathlon Australia policies:

1. Triathlon Australia [Member Protection Policy](#)
2. Triathlon Australia [Child Safeguarding Policy](#)

By aligning with these national-level policies, TVT's policy and practices also aligns with [The Child Safe Standards](#).

## 4. Prohibited Conduct

The Triathlon Australia [Child Safeguarding Policy](#) defines **prohibited conduct** as, either alone or in conjunction with another or others, engaging in any of the following conduct against, or in relation to a child or children:

1. Child Abuse;
2. Grooming;
3. Misconduct with a Child, that is, any behaviour involving a child that is objectively age inappropriate and/or places the child at risk of harm;
4. Request or infer that the child keep any communication secret from their parents, guardian, carer, or other Relevant Person such as a coach or administrator, or Relevant Organisation;
5. Supply alcohol, or drugs (including tobacco) to a child;
6. Supply medicines, except when permitted by law or with the consent of the parent, guardian, or carer of the Child and under a valid prescription for that Child and at the prescribed dosage; or
7. Commit any act that would constitute Prohibited Conduct under the [Member Protection Policy](#).

Examples of prohibited conduct include, but are not limited to:

- Physical, sexual or psychological abuse of a child.
- Unwarranted and/or inappropriate touching of a child.
- Use of sexual references and/or gestures in presence of children.
- Physical and/or verbal assault of a child.
- Verbal denigration of a child.
- Offering a child alcohol, cigarettes or other drugs.

Examples of conduct that may be cause for concern include, but are not limited to:

- Communicating with a child alone in a private setting (physical location and/or online).

## 5. Responsibilities

### 5.1 Global responsibilities

All persons identified in Section 2.2 have the following responsibilities:

- a) comply with the requirements of Responding to Child Abuse Allegations as prescribed in Annexure A of the Triathlon Australia Child Safeguarding Policy;
- b) comply with the Child Safe Practices as set out in Annexure B of the Triathlon Australia Child Safeguarding Policy;
- c) report any concerns or allegations of Prohibited Conduct involving any Relevant Person or Relevant Organisation;

- d) provide true and accurate information during recruitment and screening;
- e) comply with all obligations that they are subject to under the Australian Child Protection Legislation; and
- f) comply with all legislative obligations that they are subject to in relation to reporting of suspected Child Abuse or a Working with Children Check.

#### 5.2 TVT Executive Committee responsibilities

In addition to the responsibilities specified in Section 5.1, TVT Executive Committee Members have the following responsibilities:

- a) foster a culture of child safety within TVT.
- b) ensuring compliance with this policy by all persons specified in Section 2.2.
- c) in liaison with the TVT Child Safety Representative investigate any allegations, concerns or complaints received in relation to child safety and protection.
- d) review the TVT Child Safety and Protection Policy at regular intervals and ensure compliance with relevant legislation.
- e) establish and maintain registration of TVT as a child-related organisation through the NSW Office of the Children's Guardian.
- f) lodge and manage Working with Children Checks for persons identified in Section 6.1 with the NSW Office of the Children's Guardian.

#### 5.3 TVT Child Safety Representative

Each year at the Annual General Meeting, TVT will appoint a Child Safety Representative (CSR). The CSR's name, photograph and contact details will be published in a prominent position on the TVT website.

In addition to the responsibilities specified in Section 5.1, the TVT Child Safety Representative has the following responsibilities:

- a) champion child safety and protection practices within TVT.
- b) ensure that TVT members aged under 18 years are aware of the channels available to them to report allegations, concerns or complaints regarding threats to their safety.
- c) receive and act upon any allegations, concerns or complaints received in relation to child safety and protection.
- d) work with the TVT Executive Committee to:
  - i. investigate any allegations, concerns or complaints received in relation to child safety and protection; and
  - ii. develop and implement policy and/or procedures to prevent such circumstances from reoccurring.

## 6. Preventative Measures

The following are preventative measures intended to support the objectives of this policy.

#### 6.1 Working With Children Checks

Persons aged 18 years or older undertaking the following roles are required to lodge a current [NSW Working with Children Check](#) (volunteer) to the TVT Secretary:

- TVT Executive Committee members.
- TVT Child Safety Representative.

- TVT Junior Coordinator.
- Any person providing services to TVT members aged under 18 years organised under the auspices of TVT.

**For the avoidance of doubt, persons assisting with TVT junior events on an ad hoc basis are not required to lodge a Working with Children Check.**

In the event that TVT is advised by a relevant authority that a Working with Children Check holder is, or has become **barred**, that person will be removed immediately from any TVT activities involving children.

#### 6.2 Publication of images of TVT child members

TVT occasionally collects photographic images at club events for promotional purposes. TVT members under the age of 18 years or their parents/guardians/carers may indicate that consent **is not given** for images of themselves/their child(ren) to be published by **wearing a black ‘scrunchy’ band on their bicep region**. This will indicate to club personnel that images of that child are not to be published. A TVT official will advise children and their parents/guardians/carers when photographic images are being taken at club events.

#### 6.3 Parental responsibilities at the TVT event venue

At least one parent, guardian or carer must remain at the event venue whilst their child(ren) are participating in TVT events. TVT events are not a ‘drop and go’ arrangement. Parents/carers are expected to play an active role in supervising and keeping their child(ren) safe during TVT events.

Because TVT shares the event venue with the general public, it is strongly recommended that parents/guardians/carers chaperone their children when using the venue toilets/changerooms.

#### 6.4 Communication between TVT officials and child members

**One-on-one communication between a TVT official and a TVT member aged under 18 years via email, text message, or any mode of instant messaging (i.e., social media platforms) is strictly forbidden.**

Any communication between a TVT official and a TVT member aged under 18 years via the methods identified above must be “two deep”. This means including at least one other adult in the communication chain as an email CC or additional group member when communication via text message or instant messaging.

It is the TVT official’s responsibility to include a parent/guardian/carers of the child member, or another member of the TVT Executive Committee in such communications.

#### 6.5 Standing agenda item

Child safety and protection will be a standing agenda item for all TVT Executive Committee meetings.

## 7. Reporting Allegations, Concerns & Complaints

### 7.1 Reporting procedure

If any child, parent/guardian/carers, or other concerned person wishes to make a complaint about any behaviour towards or discussion with a child, by any person associated with TVT, the following process should be followed:

- a) Raise the concern/complaint with the TVT Child Safety Representative either in person or by email.
- b) If for whatever reason a complainant cannot access the Child Safety Representative, a concern or complaint may be directed to any member of the TVT Executive Committee.
- c) The TVT officer who receives a concerns/complaint should use the TVT Reporting Form to record all relevant details.
- d) The TVT officer should ensure the child is removed from immediate harm, including removing the person the allegation is made about from child-related interactions if required.
- e) Should the circumstances warrant, contact NSW Police to obtain guidance on how to proceed.
- f) Advise the TVT President and/or Vice-President of the concern/complaint received. The TVT President and/or Vice-President will then initiate an investigation.

## 7.2 Investigation procedure

- a) The TVT President or Vice President will call a meeting of the Executive Committee to discuss the concern/complaint. Should a concern/complaint relate to an Executive Committee member, that person will be excluded from any subsequent discussion or investigation until an outcome is reached.
- b) If required, the NSW Office of the Children's Guardian is contacted to seek advice on how best to proceed with the investigation.
- c) The TVT Executive Committee and Child Safety Representative will investigate the concern/complaint in a timely, fair and transparent manner. The investigation process will be respectful of privacy and natural justice principles.
- d) The child and their parent/guardian/carer will receive information about the investigation process, timeframes and outcome.
- e) The person(s) at the centre of a concern/complaint will be advised of the outcome of the investigation. Outcomes may range from counselling and further training, up to cessation of involvement with TVT. Outcomes of an investigation will also be reported to any relevant external bodies as required.
- f) Following all investigations relating to child safety and protection, the TVT Executive Committee will draw upon such findings to inform improvements to policies and procedures.
- g) All documentation associated with the investigation should be securely archived within the TVT document repository (e.g., Microsoft Teams) with appropriate access restrictions applied.

## 8. Policy Review

This policy will be reviewed annually via a standing agenda item at the Annual General Meeting. This annual review will be based on prior consultation with affected stakeholders including club members and parents/guardians/carers of underage members. The policy will also be reviewed following any investigation which is conducted under this policy.

## 9. Related Documents

The following documents are directly related to this policy:

1. TVT Child Safety and Protection Risk Assessments

2. TVT Child Safety Incident Reporting Form (Appendix A of this document)
3. Triathlon Australia [Member Protection Policy](#)
4. Triathlon Australia [Child Safeguarding Policy](#)

## APPENDIX A



### CHILD SAFETY INCIDENT REPORTING FORM

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

Completed incident reports should be submitted via email to the TVT Child Safety Representative and/or Club President for secure processing:

[childsafety@tweedvalleytri.com.au](mailto:childsafety@tweedvalleytri.com.au)

[president@tweedvalleytri.com.au](mailto:president@tweedvalleytri.com.au)

Details of Incident			
Date of incident		Time of incident	<input type="checkbox"/> am <input type="checkbox"/> pm
Location of incident			
Child(ren)'s full name		Date of birth (if known)	
Type of incident	<input type="checkbox"/> Physical violence <input type="checkbox"/> Sexual offence <input type="checkbox"/> Serious emotional or psychological abuse <input type="checkbox"/> Serious neglect <input type="checkbox"/> Other (describe)		
Nature of the incident			



Who was involved?		
What did you see?		
Any other relevant information		
Were there any witness(es)?		
	Name	Contact
	Name	Contact

### Reporter's Details

Report made by	<input type="checkbox"/> Child <input type="checkbox"/> Parent/Guardian/Carer <input type="checkbox"/> Chaperone/ Supervisor <input type="checkbox"/> Committee Member <input type="checkbox"/> Club Member other than Committee Member <input type="checkbox"/> Other (describe)	
	Name	Phone/Email

Reporter's relationship to child(ren)	
---------------------------------------	--

Description of actions taken at the time and since the incident	
---	--

### Office use only

Date incident report received			
-------------------------------	--	--	--

Has the incident been reported?	<input type="checkbox"/> Yes (specify who to) <input type="checkbox"/> No	<input type="checkbox"/> Police <input type="checkbox"/> Office of Childrens' Guardian <input type="checkbox"/> Triathlon Australia <input type="checkbox"/> Other third party (specify)	
TVT Officer managing the incident			
	Name	Signature	Phone/Email