

ROYAL LIFE SAVING CHILD SAFE CODE OF CONDUCT

NSW, ACT & TAS ONLY
August 2022



ROYAL LIFE SAVING
NEW SOUTH WALES



ROYAL LIFE SAVING
AUSTRALIAN CAPITAL TERRITORY



ROYAL LIFE SAVING
TASMANIA

1. POLICY INTRODUCTION PURPOSE

Royal Life Saving (RLS) is committed to the safety and wellbeing of children and young people.

All staff, contractors, volunteers and any other member of the community involved in child related work are responsible for the safety and wellbeing of children and young people who engage in RLS services and activities.

2. PURPOSE

This purpose of this Child Safe Code of Conduct is to outline the RLS standards and expectations towards and in the company of children and young people.

RLS implements a range of policies to ensure the safety of our people. This Child Safe Code of Conduct sits alongside other organisational and governance policies and provides a framework to better all our people (children, young people, our staff, volunteers and community).

3. SCOPE

RLS is committed to child safety across all operating environments services and activities; and has a zero-tolerance approach to child abuse.

This guideline applies to all RLS services, operating in:

- Australian Capital Territory (ACT)
- New South Wales (NSW)
- Tasmania (Tas)

4. RESPONSIBILITY

This Code of Conduct applies to the following groups of people at RLS, regardless of whether they are in a paid, unpaid or trainee position:

- Board members
- Executives and facility managers
- Program coordinators
- Swim school supervisors
- Course trainers
- Swim school instructors, coaches, and lifeguards
- Contractors
- Trainees
- Parents and guardians, or other accompanying family
- Spectators

RLS Senior Management will support the implementation and of the Child Safe Code of Conduct Policy.

All RLS management will enable this Child Safe Code of Conduct Policy (and associated policies, procedures and processes) to operate effectively through communication, practice and support.

All staff, contractors, volunteers and any other member of the RLS community involved in child related work are required to comply with the Child Safe Code of Conduct Policy by complying with the standards, responsibilities and requirements provided in this document.

5. STANDARDS AND RESPONSIBILITIES

All staff, contractors, volunteers and any other member of the RLS community are expected to act in accordance with the relevant policies and procedures, legislation, this Code of Conduct including the following behavioural standards and responsibilities.

	APPROPRIATE: STAFF AND PATRONS MUST	INAPPROPRIATE: STAFF AND PATRONS MUST NOT
Communication 	<ul style="list-style-type: none"> • Talk to children & young people in a professional and supportive manner • Use language that creates a fun and inclusive environment • Listen to and respect what children & young people have to say • Communicate with children and young people through appropriate, authorised channels for example by work email or telephone. 	<ul style="list-style-type: none"> • Talk to children & young people in a way that may embarrass, scare or stress them • Have open discussions about inappropriate adult themes in the presence of children & young people • Single out a child or young person in a humiliating manner • Use personal social media platforms to communicate with children, young people, or their families.
Supervision 	<ul style="list-style-type: none"> • Never be alone with a child or young person where another staff member cannot observe you. • Perform random checks of obstructed and out-of-the-way locations (for example, change rooms or first-aid rooms) 	<ul style="list-style-type: none"> • Be alone with a child or young person without supervision from other staff members • Travel alone with a child or young person • Permit a child or young person to go with another parent/guardian without the written consent of the authorised parent/guardian in custody matters. • Provide unnecessary personal care to a child or young person
Physical Contact  Refer Royal Life Saving Child Handling and Physical Contact Guidelines for further information.	<ul style="list-style-type: none"> • Use gentle handling when making stroke corrections or manipulations • Only move the child's body within a comfortable and suitable range of motion • Keep hands visible above the water's surface when providing manual support • Be cautious when using hands on correction whilst the child is still moving • Utilise teaching aids to minimise the amount of physical contact for example the use of a noodle to support the child • Encourage the child to hold onto your forearms for support 	<ul style="list-style-type: none"> • Perform acts that are of a personal nature with the child, if the child is capable of doing so themselves, e.g - changing clothes and going to the bathroom • Touch the child or young person in areas of a sexual nature such as the breasts, buttocks or genitals • Force a child into the water, under the water or prevent a child from coming up from under water • Place hands on the child's head when assisting with breathing • Smack or hit a child as a form of discipline • Allow a child to smack or hit another student in the class • Pull the child by the arms or the legs when performing stroke correction

	APPROPRIATE: STAFF AND PATRONS MUST	INAPPROPRIATE: STAFF AND PATRONS MUST NOT
Photography and Videos 	<ul style="list-style-type: none"> Obtain informed consent through the Photo Permission Form from parents/guardians before taking photos and videos of children & young people. 	<ul style="list-style-type: none"> Share personal information, including photos of children or young people without the informed consent of the parents/guardians Tag a child or young person in a photo on a social media platform Use photography or video devices in change rooms or toilets.
Change room Facilities  Refer Royal Life Saving Child Handling and Physical Contact Guidelines – Use of Change Rooms for further information	<ul style="list-style-type: none"> Ensure adequate supervision of children in change rooms, whilst respecting the child's right to privacy Ensure a teacher is supervised by another staff member if taking a child student to the bathroom Knock or announce before entering change rooms or toilets to supervise Respect child privacy when changing in the public area of the change room 	<ul style="list-style-type: none"> Undress when children or young persons are present in the change room Enter the change room of the opposite gender Be in one-on-one situations with children or young persons without supervision by another staff member or the child's parent Teachers should avoid the use of change rooms whilst students are present. If so, the swim teachers should utilise a private cubicle to undress as it is not appropriate for a teacher to undress alongside their students
Professional Boundaries 	<ul style="list-style-type: none"> Ensure all activity and communication occurs within the scope of your role and responsibilities. 	<ul style="list-style-type: none"> Buy gifts or other items for children or young people without authorisation from a Manager and without the knowledge of parents/guardians Engage in personal relationships with students outside of employment hours such as child minding, family events.
General Professionalism 	<ul style="list-style-type: none"> Comply with the Child Safe Policy Be ethical, considerate, fair and honest in all dealings with children & young people Report breaches of the Code of Conduct to the Child Safety Officer Be alert to risk indicators of child abuse and child grooming Set a good example for children & young people. 	<ul style="list-style-type: none"> Be under the influence of any alcohol, illicit drugs, medication or fatigue that may affect your capacity to perform your role Permit bullying to take place between children & young people.
Online Environment 	<ul style="list-style-type: none"> Interact with the online environment in a manner which supports a positive and safe online culture for children and young people Share information online which contains appropriate language and content, suitable for children and young people Accept that RLS is not responsible for any comments, advice, opinions, statements or information posted 	<ul style="list-style-type: none"> Share information which contains inappropriate language or content which may cause harm to children or young people Share personal information, including photos of children or young people without the informed consent of children and their parents/guardians Tag a child or young person in a photo on social media platforms Publish any content which may embarrass or cause harm to a child or young person.

6. BREACH OF THE CODE OF CONDUCT

All staff, contractors, volunteers and any other member of the RLS community involved in child related work are obliged to report any breaches of the Code of Conduct to the Child Safety Officer or another appropriate person.

If a Responsible Person thinks that this Code of Conduct has been breached, they will:

- Act in the best interest of the child or young person;
- Act promptly to ensure that the child or young person is safe; and
- Promptly follow RLS reporting procedures - Refer Royal Life Saving Child Safe Complaints Management and Reporting Process

In instances where a reportable complaint or allegation has been made, the matter will be managed in accordance with Royal Life Saving Child Safe Complaints Management and Reporting Process.

7. CONSEQUENCES OF BREACHING THE CHILD SAFE CODE OF CONDUCT (STAFF)

All staff of Royal Life Saving who breach this Code of Conduct may be subject to disciplinary procedures.

8. TERMS AND DEFINITIONS

Child	A child is a person under the age of 18 years.
Child Abuse	Acts or omissions (neglect) that result in, or have the likelihood to result in, harm to a child or young person.
RLS staff (staff)	Anyone who performs work, in any capacity, for RLS is considered a worker. This includes paid workers and unpaid workers such as volunteers, trainees or work experience students.

9. RELEVANT LEGISLATION, POLICIES AND DOCUMENTS

Policies and documents

- Royal Life Saving Child Safe Policy (NSW, ACT & TAS Only)
- Royal Life Saving Child Safe Handling and Physical Contact Guidelines (NSW, ACT & TAS Only)
- Royal Life Saving Child Safe Code of Conduct (NSW, ACT & TAS Only) - Internal
- Royal Lifesaving Charter of Commitment to Children and Young People
- Royal Life Saving Employee Handbook (NSW, ACT & TAS Only) - Internal
- Royal Life Saving Risk Management Guidelines (NSW, ACT & TAS Only) - Internal
- Royal Life Saving Forms and Signs of Child Abuse Staff Information Sheet (NSW, ACT & NSW Only) - Internal
- Royal Life Saving Photo Permission Form (NSW, ACT & NSW Only) - Internal

Relevant Legislation

- Child Protection (Working with Children) Act 2012 (NSW).
- Children and Young Persons (Care and Protection) Act 1998 (NSW).
- Children and Young People Act 2008 (ACT).
- Children, Young Persons and Their Families Act 1997 (Tas.).
- Registration to Work with Vulnerable People Act 2013 (Tas).
- Working with Vulnerable People (Background Checking) Act 2012 (ACT).

10. POLICY STATUS AND REVIEW

The contents of the document represent the current Child Safe Code of Conduct Policy of RLS.

Endorsed by: Michael Ilinsky
Role: Chief Executive Officer

Modifications and review

This policy is due to be reviewed annually (or earlier, where indicated as part of the Work Health and Safety review process). The Chief Executive Officer is responsible for the review of this policy.

Document information

Document Ref	PC_RLSNSWChildSafeCodeofConduct_AUG2022_v3
Document Title	Royal Life Saving Child Safe Code of Conduct Policy (NSW, ACT & TAS Only)
Document Type	Policy
Document Owner	Royal Life Saving
Version	3.0
Version changes	Contact details updated Document reference changed to align with new policy framework

11. CONTACTS

The CEO is the nominated person who oversees practices and addresses reported breaches of the CoC. The CEO contact details are below.

Name	Contact Number	Email
Michael Ilinsky	02 9634 3700	michaelilinsky@royalnsw.com.au

The Child Safety Officers (CSO) are the nominated people who oversee child safe practices and address child safety concerns. The CSO's details are below.

Name	Contact Number	Email
Ms. Cherry Bailey (NSW/ ACT/ TAS)	02 6260 5800	cherrybailey@royalact.com.au
Ms. Karina Siggins (TAS)	03 62437558	karinasiggins@royaltas.com.au
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Mr. Ben Cottee (NSW / ACT / TAS)	02 9634 3700	bencottee@royalnsw.com.au
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