



South Australian Revolver & Pistol Association Incorporated.

Procedures and Guidelines for Working with Children

(This should be read in conjunction with the Shooting Australia Ltd Member Protection Policy)

These guidelines are for coaches and other personnel in clubs affiliated with South Australian Revolver & Pistol Association Incorporated to protect them from risk and to keep children safe. Everyone must:

- comply with the standards of behaviour outlined in our policy
- treat others with respect
- always place the safety and welfare of children above other considerations
- be responsible and accountable for their behaviour
- follow the guidelines outlined in this document if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

Maintain appropriate boundaries:

Coaches and other personnel in positions of authority should maintain clear boundaries:

Physical boundaries:

- Only use physical contact that is appropriate for the development of a particular skill and meet the specific requirements of the sport , or
- Treat, prevent or respond to an injury
- Work within sight of others at all times.

All physical contact by personnel should be to fulfil the following criteria:

- Physical contact should be appropriate for the development of sport skills
- Permission from the athlete should always be sought.
- Athletes should be congratulated or comforted in public – not in an isolated setting.

Emotional/verbal boundaries:

- Use positive and encouraging feedback on performance. (Avoid put-downs and other negative feedback)
- Adopt positive language behaviour (avoid bad or aggressive language that could intimidate a child or set a poor example.)

Social Boundaries:

- Do not socialize with athletes outside sporting functions but do attend sport-related events, fundraising events, annual meetings and other celebrations etc.

Sexual boundaries:

- Do not have sexual relations with athletes you are coaching.
- Do not make sexual suggestions
- Do not touch athletes in ways likely to make them feel uncomfortable.

Avoid being alone with a child:

To protect yourself and a child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child.



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- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the 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. Try to have at least one adult with you in a change room with children.

Transporting children:

Ideally, all children athletes should have their own transportation to and from events. You should only provide transport when:

- The driver is properly licensed to carry passengers
- Other players/parents/participants/guardians are in the vehicle
- The ride has been approved in writing by parents/guardians
- The ride is directly to/from the sporting activity.
- The vehicle has proper insurance and child seats/seat belts are correctly fitted.

Overnight away trips:

- Make sure you have adequate supervision.
- If you are taking a mixed or an all girls group, there must be at least one woman accompanying the group.
- If there is only one adult accompanying you, it should not be a relation or partner.
- At least one adult should have a current first aid certificate.
- Adults should not share rooms with children.
- Ensure emergency procedures are in place to enable supervising adults to respond to any alarm raised by a child (more than one adult should respond.)
- Adults attending overnight or away trips should have a Police Check.

Qualified personnel should attend to injuries:

Only persons who are qualified in administering first aid or treating injuries should attempt to treat an injury.

- Personnel should avoid treating injuries out of sight of others.

Other considerations include:

- The comfort level and dignity of the participant should be a priority
- Only uncover the injured area, or drape something over the private parts of the participant.
- Always report to parents any injuries incurred and treatment provided, and document an incident. Clubs and the Association should keep an injury register that will contain basic information about the time and date of the injury, where it occurred, the nature of the injury, the treatment provided and by whom, and whether further medical attention was required or recommended.
- Have a blood rules policy and ensure coaches and officials know to remove any child who is bleeding and stop the flow of blood before allowing the child to rejoin the activity.

Have clear guidelines for photographing children



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It is important that clubs and coaches understand the current advice about acquiring and using images of children.

Some key points include:

- Do not allow photographers (be they professional, spectators, coaches, media etc.) unsupervised or individual access to children.
- Obtain the written consent of the parent/guardian and their agreement to be present before approving photo/video sessions.
- Ensure you inform the athlete and parents if you want to photograph or video the athlete as a tool to analyse and improve performance.
- If the photographs/videos are to be used generally, as a teaching tool or for promotional purposes, obtain the written consent of the parents that the photographs/videos can be used for those purposes.

It should be noted that there are some people who visit sporting events to take inappropriate photographs of children.

Maintain control

Being fair is also important because of the strong message it sends to young impressionable children.

- Set up basic rules. Make sure these rules are understood.
- Give positive messages
- Adopt a card system to express concerns with behaviour (rather than losing your cool!!) (e.g. a yellow card is a warning – a red card means they leave the firing point.)

Make sure parents are clear about collection of their children

Parents need to be responsible for the collection of their children. A list of actions include:

- Have a register of parent/guardian emergency contact numbers.
- Ensure parents are aware of practice and club meeting times and when their children should be collected.
- Ask parents to collect their child from the clubroom where people will be present.
- Avoid the risk of being alone with a child – ensure a parent or coach is with you until the last child has left.

Protection of Children

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms, including:

- physical abuse (e.g., deliberately hurting [hitting, punching], providing alcohol or drugs, or training that exceeds child's development or maturity)
- sexual abuse (e.g., sexual acts or threats, inappropriate touching or conversations)
- emotional abuse (e.g., ill-treating by threats, humiliation or intimidation)
- neglect (e.g., not providing child with basic necessities [food, drink, clothing], failing to protect a child from foreseeable risk of harm or injury).

Be aware of the Mandatory Reporting Requirements.



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Anyone who reasonably suspects that a child has been or is being abused must report their concerns to the police or relevant government agency.

The Children's Protection Act 1993 makes it a legal requirement to report a reasonable suspicion or incidences of abuse or neglect. A reasonable suspicion must be based on facts – for example:

- A disclosure of abuse by a child
- Professional judgment, based on the notifier's experience and observation.
- Disclosure by a child or an adult that a child is being abused or is at risk.
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Mandated notifiers within SARPA are:

- Members, coaches and officials engaged in the delivery of services to children; or
- Members who hold a management position within their club or SARPA

Action

- Notification must be made to Families SA Child Abuse Report Line – 13 1478