

Code of Conduct

Purpose

We seek to provide a safe, fair and inclusive environment for everyone involved in our organisation and in our sport.

This includes providing everyone involved in our organisation and in our sport, including children and young people, with a positive and enriching sporting environment that promotes their participation and development in the sport.

We are committed to safeguarding everyone involved in our organisation and in our sport including children and young people in our care and ensuring that they feel and are safe. Accordingly, we wish to ensure that our personnel strive for the highest possible standards with respect to safeguarding children and young people from **abuse**. To that end we have developed these Codes of conduct to identify and prevent behaviour that may be harmful to the children and young people in our sport.

Part of this commitment to children and young people in our sport means that we are inclusive of those from a range of different backgrounds. This includes but is not limited to Aboriginal and Torres Strait Islander children and young people, children and young people with a disability, LGBTI children and young people and children and young people from culturally and linguistically diverse backgrounds.

Developed to protect children and young people engaged in Curling, these guidelines have been formally approved and endorsed by the Executive Committee of the Australian Curling Federation.

As part of your commitment to observing these Codes of conduct you will be required to sign the Member Protection Declaration.

We consider a failure to observe these guidelines as misconduct and will take appropriate disciplinary action. In addition to any internal disciplinary proceedings, we will report to the police all instances in which a breach of the law has or may have occurred.

There may be exceptional situations where these guidelines do not apply, for example, in an emergency situation. However, it is crucial that, where possible, you seek management authorisation prior to taking action that contravenes these guidelines or that you advise management as soon possible after any incident in which these guidelines are breached.

Who is bound by this policy?

All persons involved including everyone involved in our organisation and in our sport including, the national Executive Committee of the Australian Curling Federation (herein referred to as the ACF) to the state executive level to casual staff and volunteers, are required to observe these Codes of conduct.

Responsibilities

Position	Responsibility
ACF President/ ACF Vice-President	<ul style="list-style-type: none"> • Implement policy and procedures across the organisation • Ensure personnel have access to and understand this policy and related procedures • Ensure all members have access to support and advice to understand and implement procedures
ACF President/ ACF Secretary	<ul style="list-style-type: none"> • Review and update this document and supporting resources in consultation with relevant stakeholders • Support the coordination of the MPP and implementation • Provide training and advice in the application of procedures
ACF President/State Presidents	<ul style="list-style-type: none"> • Ensure procedure is followed and implemented
Members / Volunteers	<ul style="list-style-type: none"> • Compliance with procedure.

Key Requirements

We require certain standards of behaviour **all persons involved** in our organisation and in our sport.

Our codes of conduct are underpinned by the following core values:

- To act within the rules and spirit of our sport.
- To display respect and courtesy towards everyone involved in our sport and prevent **discrimination** and harassment.
- To prioritise the safety and well-being of children and young people involved in our sport.
- To report any behaviour which is breach of this code to help prevent the **abuse** of children and young people in our sport.
- To encourage and support opportunities for participation in all aspects of our sport.

Sexual misconduct

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, children or young people. Engaging in sexual behaviour while participating in our sport is prohibited even if the young persons involved may be above the legal age of consent.

'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution
- 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Positive guidance

We strive to ensure that children and young people participating in our sport are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. However, there are times when personnel may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment;
- the safety and/or wellbeing of children, young people or personnel participating in sport.

We require **all persons** to use strategies that are fair, respectful and appropriate to the developmental stage of the children or young people involved. The child or young person needs to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are **all persons involved** to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

Adhering to professional role boundaries

All persons should not, of their own volition or at the request of a service user, act outside the confines of their duties (as specified in their position description) when involved in our sport.

Members of the ACF:

- must not provide unauthorised transportation, for example, picking up children in personal vehicles without parent/guardian consent.
- must not engage in activities with children or young people who are clients/members of our sport outside authorised organised competitions, team meetings, team training and/or organised league play/training, such as picking up from and an educational facility or meeting one-to-one with a child for reasons unrelated to sport.
- must not provide any form of support to a child or young person or their family, unrelated to our sport, for example, supporting with child-minding services.
- must not seek contact with children or young people (or former participants) outside sport.
- must not accept an invitation to attend any private social function at the request of a child or young person who has participated, or is participating, in our sport – or at the request of their family.

If any of **all persons** become aware of a situation in which a child or young person requires assistance that is beyond the confines of that person's role, or beyond the sporting

environment, they should undertake any or all of the following at the earliest opportunity:

- refer the matter to an appropriate support agency;
- refer the child or young person to an appropriate support agency;
- contact the child or young person's parent or guardian;
- seek advice from management.

Identity Card

All persons should carry proof of appropriate State working with children check while involved in delivering service or as required by our organisation, such as when representing our organisation at designated activities such as organised competitions, team meetings, team training and/or organised league play/training.

You should use your respective State working with children identification only in delivery of sport.

Use of language and tone of voice

Language and tone of voice used in the presence of children and young people should:

- provide clear direction, boost their confidence, encourage or affirm them
- not be harmful to children – in his respect, avoid language that is:
 - discriminatory, racist or sexist
 - derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat'
 - intended to threaten or frighten
 - profane or sexual.

Supervision

All persons are responsible for supervising the children and young people engaged in sport to ensure those participants:

- engage positively with our sport, for example, providing mentors to advise on rules and curling etiquette
- behave appropriately toward one another, for example, ensuring core values such as respect are followed, and no profanity is used in training or competition directed towards children and young people.
- are in a safe environment and are protected from external threats, for example, behaviour not following the rules and spirit of curling, causing **discrimination** and harassment, and compromising the safety and well-being of children and young people.

All persons are required to avoid one-to-one unsupervised situations with children and young people to whom we provide services, and (where possible) to conduct all activities and/or discussions with service recipients in view of other personnel.

Use of electronic or online communications

Wherever possible, email and text messages sent to a child or young person should be copied to their parent or guardian.

Where a parent is not included in the communication:

- Restrict such communication to issues directly associated with delivering our sport, such as advising that a scheduled event is cancelled.
- Limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature.
- Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
- Do not request a child or young person to keep a communication a secret from their parents.
- Do not communicate with children or young people using Internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.

All persons are required to ensure appropriate monitoring of children and young people when they use our organisation's electronic communication equipment to ensure that they do not inadvertently place themselves at risk of **abuse** or exploitation via social networking sites, gaming sites or through web searches, or inappropriate email communication.

Giving gifts

Giving of gifts by **all persons** to children and young people to whom we provide service is subject to:

- ACF Executive Committee approves a symbol of recognition relating to achievement in the sport of curling or involvement in the sport of curling and it is documented in respective meeting minutes prior to recognition taking place
- obtaining prior authorisation from the ACF President/ACF Executive to authorise a symbol of recognition.
- parents or other responsible adults being made aware of any gift given.

Photographs of children and young people

Note that the general rule is that where a sport or sporting activity is taking place on public place it is legal for anyone (including parents) to take pictures of sporting activities without permission. There are some exceptions to this rule depending on the state or territory law where the photo is deemed indecent or offensive and it may constitute an offence. For private property the general rule is permission is required and restrictions on photography can be imposed (for sporting grounds for example). Please refer to the appropriate state, territory and national legislation for specifics and incorporate as necessary into your sport's policy.

We permit only organisational photography – approved by the World Curling Federation (WCF) at WCF endorsed events provided the child’s parent or guardian has signed the WCF media consent and/or any ACF sanctioned events provided media consent has been provided by a parent or guardian – of children and young people involved in our sport. Such photography is limited to photos at specific events such as training and/or competitions.

Physical contact with children and young people

Any physical contact with children and young people must be appropriate to the delivery of our sport such as when fitting sporting equipment’ or demonstrating proper technique in the context of organised training and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of our personnel.

Under no circumstances should any of our personnel have contact with children or young people participating in our sport that:

- involves touching:
 - of genitals;
 - of buttocks;
 - of the breast area;
 - that is other than as part of delivering medical or allied health services
- would appear to a reasonable observer to have a sexual connotation;
- is intended to cause pain or distress to the child or young person – for example corporal punishment;
- is overly physical (for example, wrestling, horseplay, tickling or other roughhousing);
- is unnecessary (for example, assisting with toileting when a child does not require assistance);
- is initiated against the wishes of the child or young person, except if such contact may be necessary to prevent injury to the child/young person or to others, in which case:
 - physical restraint should be a last resort;
 - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child or young person to prevent harm to themselves or others; and
 - the incident must be reported to management as soon as possible.

All persons are required to report to management any physical contact initiated by a child or young person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the child or young person, our personnel and any other participants.

Overnight stays and sleeping arrangements

Practices and behaviour by **all persons involved** during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport at other times.

Change room arrangements

All persons involved are required to supervise children and young people in change rooms while balancing that requirement with a child or young person’s right to privacy. In addition:

- avoid one-to-one situations with a child or young person in a change room area;

- **all persons** are not permitted to use the change room area to, for example, undress, while children and young people are present;
- **all persons** need to ensure adequate supervision in 'public' change rooms when they are used;
- **all persons** need to provide the level of supervision required for preventing **abuse** by members of the public, adult service users, peer service users, or general misbehaviour, while also respecting a child's privacy;
- female personnel are not to enter male change rooms and male personnel are not to enter female change rooms.

Use of, possession or supply of alcohol or drugs

While on duty, **all persons** must not:

- use, possess or be under the influence of an illegal drug;
- use or be under the influence of alcohol;
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs;
- supply alcohol or drugs (including tobacco) to children and young people participating in our sport.

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with your ability to care for children involved in our service.

Transporting children

Children and young people are to be transported only in circumstances that are directly related to the delivery of sport – for example, picking up to attend training, dropping off at home after training, travelling to a competition provided prior parental/guardian consent is obtained.

Examples of prior written approval could include electronic messaging formats such as email or SMS.

Gaining approval involves providing information about the proposed journey, and can include:

- the form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat;
- the reason for the journey;
- the route to be followed, including any stops or side trips;
- details of anyone who will be present during the journey other than our personnel who are involved in delivering our sport.

Communication

We communicate our Codes of conduct requirements to **all persons** with children and young people in our organisation. We involve **all persons** in reviews of our Codes of conduct requirements. We communicate any significant alterations to our Practice and Behaviour requirements and resources to all personnel.



Monitoring and Review

This document will be reviewed annually, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the ACF Executive. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

ATTACHMENTS

Social media guidelines Version 1.2

High Performance Document Version 1.1