



Australian Cheer Alliance Safe Sport Guidelines for Children and Young People

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Australian Cheer Sport Alliance (ACSA) exists to develop, encourage and promote Cheer within Australia. ACSA seeks to provide everyone involved with Cheer, including children and young people with a positive and enriching sporting environment that promotes their participation and a continued love and development of Cheer. We are committed to ensuring all children and young persons involved with our sport feel safe, respected, always empowered and valued.

Cheer involves children and young people between the ages of 2 and 18 years, our sport also involves adult athletes over the age of 18 years. Our sport operates across Australia and engages children and young people through programs and events provided by our Members.

Our Members are committed to ensuring the safety and wellbeing of Children and Young People participating in Cheer throughout Australia.

TABLE OF CONTENTS

1. PURPOSE OF THESE GUIDELINES	3
2. WHO DO THESE GUIDELINES APPLY TO?	3
4. ACSA'S COMMITMENT TO THE SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE	4
4A. COMMITMENT TO CHILDREN AND YOUNG PEOPLE	4
4B. COMMITMENT TO PARENTS AND GUARDIANS	5
4C. COMMITMENT TO VOLUNTEERS AND STAFF	5
4D. RESPONSIBILITIES OF VOLUNTEERS AND STAFF	5
5. BEHAVIORAL STANDARDS	6
5A. WWCC	6
5B. SEXUAL MISCONDUCT	6
5C. POSITIVE GUIDANCE	6
5D. ADHERING TO PROFESSIONAL ROLE BOUNDARIES	7
5E. UNIFORM OR IDENTITY CARD/PASS/BADGE	7
5F. USE OF LANGUAGE AND TONE OF VOICE	8
5G. SUPERVISION	8
5H. USE OF ELECTRONIC OR ONLINE COMMUNICATIONS	8
5I. GIVING GIFTS	8
5J. PHOTOGRAPHS OF CHILDREN AND YOUNG PEOPLE	8
5K. PHYSICAL CONTACT WITH CHILDREN AND YOUNG PEOPLE	9
5L. OVERNIGHT STAYS AND SLEEPING ARRANGEMENTS	10
5M. CHANGE ROOM ARRANGEMENTS	10
5N. USE, POSSESSION OR SUPPLY OF ALCOHOL OR DRUGS	11
5O. TRANSPORTING CHILDREN	11
6. CHILD SAFE RECRUITMENT AND SCREENING	11
7. CHILD SAFE INDUCTION AND TRAINING	12
8. PROCEDURE FOR HANDLING COMPLAINTS AND ALLEGATIONS OF CHILD ABUSE	13
8A. REPORTING OF CONCERNS OR ALLEGATIONS REGARDING ABUSE OR NEGLECT BY FAMILY OR OTHER EXTERNAL SOURCES	13

9. REFERENCES	14
ANNEXURES	15

I. PURPOSE OF THESE GUIDELINES

ACSA (“our”, “us” or “we”) Safe Sport Guidelines for Children and Young People (“guidelines”) have been created to ensure that everyone involved with Cheer creates a safe, fair and inclusive environment for Children and Young People. ACSA are committed to upholding the safeguarding of children and young people with the utmost importance thereby ensuring the continued growth and success of Cheer in Australia. Cheer – means the sport of All Star Cheer & Dance which includes all the disciplines recognised and regulated by the ICU from time to time.

We wish to ensure that all persons involved with Cheer strive for the highest possible standards with respect to safeguarding children and young people from abuse. Therefore, we have developed these guidelines to protect children and young people by identifying and preventing behaviour that may be harmful to children and young people.

These guidelines have been informed by stakeholder consultation; and communicated to children, young people and their families, our staff, volunteers and the public and they have been formally approved and endorsed by the ACSA Board. We will regularly review our child safe guidelines and include representatives from everyone involved in Cheer. We will gain endorsement of changes and will communicate any significant alterations to all involved in Cheer.

2. WHO DO THESE GUIDELINES APPLY TO?

These guidelines should apply to as many persons as possible who are involved in the activities of ACSA, whether they are in a paid or unpaid/voluntary capacity and including:

- 3.1 persons appointed or elected to ACSA boards, committees and sub-committees
- 3.2 employees of ACSA
- 3.3 members of the ACSA Executive;
- 3.4 all members of ACSA, including but not limited to Club Members, Event Producer Members, Associate Members, Participant Members, Technical Members, Honorary Members, Life Members
- 3.5 athletes, coaches, officials and other personnel participating in events and activities, including camps and training sessions, held or sanctioned by ACSA and
- 3.6 any other person to whom the policy may apply

ACSA requires all Members to adopt and implement the **Australian Cheer Sport Alliance Safe Sport Guidelines for Children and Young People for ACSA Members**. All persons involved with Cheer are expected to adopt guidelines for safe sport for children and young people.

These guidelines do not overturn applicable legislation in respective states and territories. They should be used in conjunction with applicable legislation along with the ACSA Member Protection Policy and any other relevant policies.

3. MONITORING AND REVIEW

These guidelines will be reviewed annually, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board. 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. The guidelines will be made available to the public on the ACSA website and will be communicated to all relevant persons that they apply to as above.

4. ACSA'S COMMITMENT TO THE SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

ACSA is committed to ensuring the safety, wellbeing and empowerment of all children and young people. ACSA and our Members have a zero-tolerance approach to any form of child abuse and neglect. We support the rights of children and young people and will ensure we foster an environment for children and young people to feel safe, valued and empowered which enables them to develop and thrive in our sport.

These guidelines reinforce our ongoing commitment to reinforce a child safe culture and practices within Cheer. We are committed to making sure that everyone involved within Cheer understands their responsibilities and the active participation required to create and uphold a child safe environment, to embed a child safe culture within Australian Cheer.

We expect all within our sport, regardless of their role or level of responsibility, to act to keep children safe from such harm by adopting child safe practices and behavior. We have set these behaviours as our standard for all persons carrying out their roles as well as the requirement to report any abuse or neglect of which they become aware to our management and/or to external authorities responsible for child protection or to police. This is regardless of whether that abuse is being perpetrated by staff and volunteers within our sport, or by those outside our sport including those from the child's family, extended family, their family's extended network or strangers.

We are committed to providing ongoing support and education to all our members, clubs, parents and participants to reinforce their role in ensuring we cultivate a safe environment for all involved with Cheer.

ACSA are committed to maintaining and improving our policies, procedures and practices to keep children and young people safe from neglect and abuse. We have assigned responsibility for maintaining and improving our policies and procedures to the ACSA Board of Directors. We undertake formal reviews, at least annually, to identify and document potential risks to children or young people. We have a procedure to undertake annual reviews, as part of our ongoing compliance with child safe requirements.

4A. COMMITMENT TO CHILDREN AND YOUNG PEOPLE

ACSA will:

- encourage the involvement of children, young people and their parents.
- communicate and involve children and young people and their families in developing a safe, inclusive and supportive environment
- provide information to children, young people and their carers about our commitment to keeping children safe and communicating their rights, the behavior we expect of staff and volunteers and our policy about responding to child abuse
- give all children access to information, support and complaints processes
- promote equity and respect diversity by being inclusive and attentive to the needs 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
- anticipate children's diverse circumstances and respond effectively to those with additional vulnerabilities
- protect children and young people from all forms of abuse, bullying and exploitation by our people
- respond to any concerns or complaints of child harm or abuse promptly and in line with ACSA's policy and procedure for receiving and responding to complaints
- report all suspected or disclosed child harm or abuse as required by legislation and by ACSA's policy and procedure on reporting of concerns or allegations regarding child abuse
- comply with ACSA's policy on communicating with children
- seek feedback and have a process for responding to feedback

4B. COMMITMENT TO PARENTS AND GUARDIANS

ACSA will:

- respect diversity and seek to facilitate effective two-way communication and involvement
- ensure that each person involved in our delivery of services to children and young people understands their role and the behaviour we expect in relation to keeping children and young people safe from abuse and neglect through application of the Code of Behaviour/Conduct
- utilise clear position descriptions which clearly state relevant child safe requirements
- minimise the likelihood of recruiting a person who is unsuitable by having relevant recruitment procedures that ensure face to face interviews are conducted, professional references and screening checks are undertaken, and our child safe commitment is communicated to potential applicants for positions

4C. COMMITMENT TO VOLUNTEERS AND STAFF

ACSA will create and maintain a child safe culture that is understood, endorsed and adopted by all the individuals who work for, volunteer or access our programs and services

ACSA will ensure that volunteers and staff:

- understand responsibilities for reporting child abuse
- understand our child safe policies, and policies are effective in the workplace
- understand the implications of the child safe policies and how they apply to their role
- appropriately follow policies, best practice and behaviour
- have up to date information relevant to specific legislation applying in the state or territory they are based in or where they may travel to as part of their duties
- undergo suitable child safe induction and training as applicable for their role
- have access to education and training to ensure child safe information is provided on an ongoing basis

4D. RESPONSIBILITIES OF VOLUNTEERS AND STAFF

ACSA requires all volunteers and staff involved with ACSA and its members to:

- meet any legislated mandatory or other jurisdictional reporting requirements
- be alert to incidents of child abuse and neglect occurring outside of our sport that may have an impact on the children and young people
- immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers. Failure to report is serious misconduct
- follow a specified process when reporting abuse or neglect including who receives reports
- disclose convictions or charges affecting suitability to work with children and young people and we review police record and WWCC checks periodically
- indicate, in writing, that they have read and are committed to ACSA's Code of Behaviour

5. BEHAVIORAL STANDARDS

We require certain standards of behaviour from **all persons involved** in our organisation and in our sport. As part of your commitment to observing these Codes of Behaviour you will be required to sign the ACSA Member Protection Declaration. Our behavioural standards have been approved and endorsed by the ACSA Board and outline our expectations for behaviour towards children and young people. These standards have been developed to provide clear and practical guidelines to assist staff and volunteers with adhering to the child safe policy.

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. However, it is crucial that, where possible, Director authorisation is sought prior to taking action that contravenes these guidelines or that the Director is advised as soon as possible after any incident in which these guidelines are breached.

Our codes of behaviour 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 in 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

5A. WWCC

All Persons involved with ACSA must comply with ACSA's working with children check regulation. Details of the regulation can be found in section 6 on pages 11 of this document.

5B. SEXUAL MISCONDUCT

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, children or young people while they are participating in Cheer. 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

5C. 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 **any 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**

***Instructing athletes to condition (e.g. burpees, sit ups etc.) - does not constitute physical punishment. It is noted that reasonable requests for athletes to do sit ups or burpees etc as a disciplinary action does not constitute cruel, frightening or humiliating treatment. Where possible coaches should instruct a group of athletes to condition together and avoid singling out individual athletes unless it is a safety concern. Coaches need to stay highly trained on proper conditioning techniques and should keep in mind appropriate conditioning for the athletes age and level.*

5D. ADHERING TO PROFESSIONAL ROLE BOUNDARIES

Persons in Positions of Responsibility and Authority should always act within the confines of their duties, subject to direction by a relevant Senior Person.

Except for parents/carers of their own Children and Young People or where Persons in Positions of Responsibility and Authority are expressly authorised by the relevant parents/carers, Persons in Positions of Responsibility and Authority:

- must not provide unauthorised transportation, to children and young people
- must not engage in activities with children or young people who are members of our sport outside authorised ACSA events, services, programs or activities
- 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 anyone becomes 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 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 (which may be undertaken with consultation from senior management)
- seek advice from a Senior Person

5E. UNIFORM OR IDENTITY CARD/PASS/BADGE

It is advisable that all persons should wear a uniform/apparel to help identify them while involved in delivering their service or as required by their employer. Uniforms or apparel should be worn when coaching or representing our organisation at designated competitions, events, to and from work. It is not advisable to wear apparel that identifies a person as a coach whilst engaging in non-work-related activities especially social engagements that may not be in line with the best interests of Cheer.

Coaches and officials should be easily identifiable at all sanctioned events and it is recommended that they always have their identification and WWCC or Blue Card visible throughout their time at the event.

5F. 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 this 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

5G. SUPERVISION

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

- engage positively in Cheer coaching services, competitions and events
- behave appropriately toward one another and
- are in a safe environment and are protected from external threats

All persons are required to avoid one-to-one unsupervised situations with children and young people under their supervision, and (where possible) to conduct all activities and/or discussions with participants in view of other personnel.

5H. USE OF ELECTRONIC OR ONLINE COMMUNICATIONS

All persons are required to follow both the ACSA Communication Policy and ACSA Social Media Policy Guidelines.

Electronic communication has many positive benefits and can be essential for sharing news, travel, training or competition schedules and administrative concerns. However, with increased accessibility we must address the possibility of improprieties and misunderstandings and the accessibility of potential offenders to gain inappropriate access to children and young people. Adhering to the ACSA Communication policy reduces these potential risks as well as placing the utmost importance on protecting children and young people, their rights of privacy and their physical and emotional safety.

Please read and acknowledge ACSA's full Communication Policy and remember that **email and text messages sent to a child or young person should be copied or include their parent or guardian.**

All persons are required to ensure appropriate monitoring of children and young people when they use the 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.

5I. GIVING GIFTS

Giving of gifts by **all persons** to children and young people involved in Cheer is subject to:

- The gift being reasonable and not be excessive in nature e.g. the gift value not being disproportionate to the reward

5J. PHOTOGRAPHS OF CHILDREN AND YOUNG PEOPLE

The general rule is that where a sport or sporting activity is taking place in a public place it is legal for anyone (including parents) to take pictures of sporting activities without permission. However, all persons are advised that they must adhere to any applicable laws or regulations within their state or territory relating to the capture, storage and dissemination of photographs or video recording of children.

While the below does not replace legislation, the following guidelines apply:

- children and young people to whom we deliver service are to be photographed while involved in our sport if
 - the participants parent/guardian has granted prior and specific approval
 - the context is directly related to participation in Cheer
 - the child is appropriately dressed and posed
 - the image is taken in the presence of other personnel
- Images are not to be distributed (including as an attachment to an email) to anyone outside our organisation other than the child photographed or their parent, without management knowledge and approval
- Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others, for example:
 - if in hard-copy form, in a locked drawer or cabinet
 - if in electronic form, in a 'password protected' folder
- Images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required
- Images are not to be exhibited on our website or in publications (annual report) without parental knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental

5K. 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 spotting an athlete *** and based on the needs of the child or young person (such as to assist or comfort a distressed young person, to ensure safety) rather than on the needs of our staff or volunteers.

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

- Involves inappropriate touching
 - of genitals
 - of buttocks
 - of the breast area
 - that is other than as part of delivering medical, allied health services or spotting to ensure athlete safety
- 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

**** SPOTTING - Appropriate spotting does not constitute sexual misconduct. It is understood that spotting is a necessary physical interaction between coaches and athletes. Infrequent, accidental touching of an athlete during spotting that could be perceived as invasive or inappropriate should not be misconstrued as sexual misconduct. To avoid that perception, coaches need to stay highly trained on proper spotting techniques and should acknowledge the occurrence if an accidental touch does occur*

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.

5L. OVERNIGHT STAYS AND SLEEPING ARRANGEMENTS

Overnight stays are to occur only with the authorisation of the parents/guardians of the children or young people involved. Such approval needs to be prior written approval.

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

Practices and behaviour by **all persons involved** during an overnight stay must be consistent with

the practices and behaviour expected during delivery of Cheer services, programs or events at other times, including chaperone/coach to participant ratios.

Standards of conduct that must be observed by **all persons involved** during an overnight stay include:

- ensure that children or young persons keep a high standard of hygiene at all times and providing children and young people with privacy when bathing and dressing
- observing appropriate dress standards when children and young people are present – such as no exposure to adult nudity
- not allowing children or young persons to be exposed to pornographic material, for example, through movies, television, the Internet or magazines
- not leaving children or young persons under the supervision or protection of unauthorised persons such as hotel staff or friends
- not involving sleeping arrangements that may compromise the safety of children and young people such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a child or young person
- provide children and young persons the ability to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay and immediately address any concerns.
- allow parents or carers to visit accommodations or team events by request
- ensure that allocated rooms are same-sex
- ensure that there is an adult supervisor/chaperone for every 5 people aged 18 and under at all times for the trip duration
- ensure that children and young persons maintain a balanced diet and adequate hydration
- welcome all children and young persons and their families and carers, and ensure inclusivity and accessibility
- monitor the mental state of children and young people and communicate with parents or carers as required
- report any event or situation where children and young persons have been mistreated or abused, or have mistreated or abused others
- contact parents or carers if there is any additional event or activity that is not part of the original itinerary, or if there is any kind of incident that causes a change to the planned itinerary

5M. CHANGE ROOM ARRANGEMENTS

Children and young people are required to be supervised in change rooms however there is a requirement to balance the need for supervision with the children and young person's right to privacy.

In addition:

- avoid one-to-one situations with a child or young person in a change room area
- **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
- all persons should ensure that photography of children and young person's does not occur while changing

5N. USE, POSSESSION OR SUPPLY OF ALCOHOL OR DRUGS

While engaged in their role with Cheer, **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 Cheer

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. For more details refer to the ACSA anti-doping policy (*in development*).

5O. TRANSPORTING CHILDREN

Children and young people are to be transported only in circumstances that are directly related to the delivery of Cheer, e.g. to and from competitions/events or training away from the usual training location such as in another gym/state/country.

Children are to be transported only with prior authorisation from the child's parent/guardian. Such approval needs to be in writing. Examples of prior written approval could include electronic messaging formats such as email or SMS.

Gaining approval involves providing information about the proposed journey, including:

- 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 Cheer
- noting the driver is fully licensed and the vehicle which will be used is appropriately insured

6. CHILD SAFE RECRUITMENT AND SCREENING

ACSA's recruitment and screening requirements have been developed to provide a fair, consistent and comprehensive recruitment process across our sport. Our sport takes child protection seriously and ensures that we recruit staff and volunteers who are suitably qualified and committed to providing professional, safe and enjoyable programs and services to children and young people.

ACSA's Members are responsible for undertaking recruitment and ensuring that our organisation's recruitment and screening procedures are followed.

ACSA's key recruitment and screening requirements consist of:

- including our commitment to child safety in all advertised positions
- providing our safe sport guidelines to all shortlisted applicants prior to interview
- ensuring that either a face-to-face or video interview is conducted with each applicant
- whenever possible no applicant is to be offered a position until after completion of their 'working with children' check or 'national criminal history record' check
- successful applicants having the relevant working with children check for their jurisdiction
- checks will be verified and sighted by the hiring manager and if applicable in their jurisdiction successful applicants will be required to complete a national criminal history record check (also known as a police check)
- criminal or police record checks being obtained for applicants who have resided in an overseas country for 12 months or more in the last ten years
- maintaining a WWCC (or equivalent e.g. Blue Card) register and ensuring staff and volunteers undergo periodic re-validation
- sighting original proof of identity documents for successful applicants
- undertaking a minimum of two reference checks for all shortlisted applicants to gather information about the applicant's suitability to work in the role for which they have applied

Please refer to the ACSA Child Safe Sport Safe Recruitment and Screening Requirements for more detailed information about our Child Safe Recruitment and Screening.

7. CHILD SAFE INDUCTION AND TRAINING

ACSA's Induction and Training Guidelines have been developed to ensure that we are able to provide our staff and volunteers with the information they need to undertake their duties to provide a safe place for all children and young persons.

ACSA takes child protection seriously and these guidelines ensure that staff and volunteers are suitably trained and committed to providing safe and enjoyable programs and services to children and young persons involved in Cheer.

These requirements apply to all ACSA's existing, new and prospective staff, volunteers, students, board members, contractors and consultants.

We will ensure that any new employees follow ACSA's induction process and will meet the below responsibilities when hiring new staff/volunteers.

ACSA will ensure that new staff/volunteers:

- are aware of and remain alert to the risk of child abuse
- understand our commitment to preventing and responding to child abuse
- understand expected behaviour towards children and young people
- know how to identify and respond to child abuse, and
- understand their responsibility in relation to identifying and responding to child abuse

For more information on ACSA's guidelines for employee and employers' responsibilities regarding child safe induction and training please refer to the ACSA Child Safe Induction and Training Guidelines.

8. PROCEDURE FOR HANDLING COMPLAINTS AND ALLEGATIONS OF CHILD ABUSE

IF YOU BELIEVE A CHILD OR YOUNG PERSON IS IN IMMEDIATE DANGER OR A LIFE-THREATENING SITUATION CONTACT THE POLICE IMMEDIATELY ON 000.

The ACSA Board is committed to ensuring the safety of all children and young people to whom we provide services or who participate in Cheer. As part of that commitment the ACSA Board will take any complaint or allegation of Child Abuse, Bullying, Harassment or other inappropriate conduct seriously and will treat sensitively and confidentially to ensure that all children and young people involved with Cheer are kept safe.

8A. REPORTING OF CONCERNS OR ALLEGATIONS REGARDING ABUSE OR NEGLECT BY FAMILY OR OTHER EXTERNAL SOURCES

As a policy, ACSA requires all staff, volunteers and members to report any instance of child abuse or neglect that has resulted in, or is likely to result in, significant harm to a child or young person, to either:

- The police in your State or Territory and/or the Child Protection Authority immediately (i.e. before the end of your session of work). Please refer to the process of reporting child abuse in your State or Territory.
- The Member Protection Officer (MPO) will ensure that the incident is reported to the relevant State or Territory Police and/or the relevant Child Protection authority, immediately (i.e. before the end of the person's session of work).
 - If MPO is unavailable (or they are the subject of the complaint), our staff and volunteers are required to report the matter to the Director.

Mandatory reporting obligations vary between State and Territories. Therefore, it is important that the relevant Government Agency is contacted. Refer to <https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect> for information on who must report and what must be reported in your State or Territory.

In taking a report of concern, or of an incident, from others within our organisation our staff and volunteers are:

- not to assess the validity of such allegations or concerns, but to report all allegations or concerns to the nominated person or persons within our organisation as described in this

policy (the validity of an allegation will then be assessed in the manner described in this policy)

- to disregard factors such as the authority or position of the persons involved and any pre-existing views about the good character, or otherwise, of any person involved or under investigation

In situations where a child or young person is making an allegation, our staff and volunteers are required to:

- listen to the allegation or disclosure supportively, without dispute
- clarify the basic details, without seeking detailed information or asking suggestive or leading questions, using ACSA's 'Child Abuse Incident Form'
- record on the Child Abuse Incident Form what was said (where possible, noting the exact words used by the person making the allegation)
- date and sign the record
- explain to the child (if present) that other people may need to be told, in order to stop what is happening
- provide reassurance that our organisation will take immediate action in response to the allegation
- report the matter as per organisational policy requirements (as stated above) to the police and/or the child protection authority in your state or territory immediately. ACSA's MPO will ensure that the incident is reported to the relevant state or territory police and/or the relevant child protection authority immediately. If the MPO is unavailable, then persons are required to report the matter to the Director.

Please refer to ACSA's responding to child abuse reports and allegations policy for more information on the consequences of breaching the policy, key requirements, additional requirements, confidentiality and privacy and documentation.

9. REFERENCES

- Sport Integrity Australia - <https://www.sportintegrity.gov.au/what-we-do/safeguarding>

ANNEXURES

A. WORKING WITH CHILDREN CHECK AUTHORITIES

<p>Australian Capital Territory Office of Regulatory Services Website: https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-tab-overview Phone: 02 6207 3000</p>
<p>New South Wales Office of the Children's Guardian Website: www.kidsguardian.nsw.gov.au/check Phone: 02 9286 7276</p>
<p>Northern Territory Northern Territory Screening Authority Website: https://nt.gov.au/emergency/community-safety/working-with-children-clearance-before-you-apply Phone: 1800 SAFE NT (1800 723 368)</p>
<p>Queensland Queensland Government Blue Card Services Website: www.bluecard.qld.gov.au Phone: 1800 113 611</p>
<p>South Australia Department of Human Services – DHS Screening Unit Website: www.screening.dcsi.sa.gov.au/home Phone: 1300 321 592</p>
<p>Victoria Working with Children Check Victoria Website: www.workingwithchildren.vic.gov.au Phone: 1300 652 879</p>
<p>Western Australia Department of Communities - Working with Children Screening Unit Website: www.workingwithchildren.wa.gov.au Phone: 1800 883 979</p>

B. CONTACT DETAILS FOR ADVICE OR TO REPORT AN ALLEGATION OF CHILD ABUSE

State and Territory Police and Child Protection Contacts

AUSTRALIAN CAPITAL TERRITORY	
ACT Police Phone: 131 444 Website: afp.gov.au	Office for Children, Youth and Family Services Phone: 1300 556 729 Website: communityservices.act.gov.au
NEW SOUTH WALES	
New South Wales Police Phone: 131 444 Website: police.nsw.gov.au	Department of Family and Community Services Phone: 132 111 Website: community.nsw.gov.au
NORTHERN TERRITORY	
Northern Territory Police Phone: 131 444 Website: pfes.nt.gov.au	Department of Children and Families Phone: 1800 700 250 Website: childrenandfamilies.nt.gov.au
QUEENSLAND	
Queensland Police Phone: 131 444 Website: police.qld.gov.au	Department of Communities, Child Safety and Disability Services Phone: 1800 811 810 Website: communities.qld.gov.au/childsafety
SOUTH AUSTRALIA	
South Australia Police Phone: 131 444 Website: sapolice.sa.gov.au	Department for Education and Child Development Phone: 131 478 Website: families.sa.gov.au/childsafe
TASMANIA	
Tasmania Police Phone: 131 444 Website: police.tas.gov.au	Department of Health and Human Services Phone: 1300 737 639 Website: dhhs.tas.gov.au/children
VICTORIA	
Victoria Police Phone: 131 444 Website: police.vic.gov.au	Department of Human Services Phone: 131 278 Website: dhs.vic.gov.au

WESTERN AUSTRALIA	
Western Australia Police Phone: 131 444 Website: police.wa.gov.au	Department for Child Protection and Family Support Phone: 1800 622 258 Website: dcp.wa.gov.au

C. RECRUITMENT AND SCREENING RESOURCES

Refer to ACSA'S ACSA-Child_Safe_Sport-Child_Safe_Recruitment_and_Screening_Requirements policy which can be found on ACSA's website. Also refer to ACSA's Member Protection Policy which can be found on ACSA's website.

Template adapted from Sport Australia Child Safe Sport Toolkit -

https://www.ausport.gov.au/supporting/integrity_in_sport/child_safe_sport/child_safe_sport_framework_toolkit

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory see annexure A and further information can be found on the Play By the Rules Child safeguarding laws explained page.

Child Family and community Australia: Pre-employment screening: Working With Children Checks and Police Checks

<https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-b-state-and>

Recruitment Definitions

Unsupervised	Where the adult's contact with children and young people is not directly supervised by another adult and hence, they have responsibility for care of children and young people. This includes roles having responsibility for management of direct service contact staff and volunteers and management of personal records of children and young people.
Supervised	Where the adult's contact with children and young people is directly supervised by another adult and hence do not have primary responsibility for children and young people.
Direct service contact	Providing activities or services to children and young people as a core part of the role.
Secondary contact	Performing ancillary or administrative functions in organisations that provide services for children and young people and where children and young people are present.
No direct service or secondary contact	Work is conducted in areas where children and young people are not usually present; contact with children and young people is incidental to the role and those children and young people with whom they have incidental contact are supervised by other adults.
Short term	One-off, temporary, less than 2 weeks
Ongoing intermittent	Sessional or casual work usually of a few hours' duration, on an infrequent basis
Ongoing	Long term, full-time or part-time
Briefing on Child Safe Policies	An explanation (as it relates to the role) of the organisation's commitment to preventing child abuse, its expectations in relation to behaviour with children and young people and its child abuse reporting policy.

Frequency and duration of contact

Nature of contact		Short-term	Ongoing intermittent	Ongoing
Degree of unsupervised direct service contact	Unsupervised, direct service contact	Example: Emergency relief teacher, coach, educator, carer, mentor, counsellor, weekend camp leader, chaperone	Example: Specialist teacher, coach, educator in skills program run every term	Example: Teacher, coach, educator, carer, mentor, counsellor, manager of children's services, Board members
	Supervised, direct service or secondary contact	Example: Work experience, administration & reception, event support	Example: Maintenance contractor, administration & reception, parent volunteer	Example: Work experience, kitchen staff, administration & reception in children's service
	Supervised, no direct service or secondary contact	Example: fundraisers, marketing, auditor, building contractor in non-child related areas	Example: Maintenance contractor, finance, book keeper, administration in non-child related areas	Example: Staff and volunteers in non-child related areas, after hours cleaners

D. INDUCTION RESOURCES

Supporting Resources

- ACSA Child Safe Induction and Training guidelines
- New Employee Induction Checklist
- Play By the Rules, <https://www.playbytherules.net.au>

For the employee and/or their supervisor to complete and sign off:

	S u p e r v i s o r	E m p l o y e e
Item		
Position Description – explanation of role & child safe responsibilities		
Child Safe Policies & Procedures (explanation of Child Safe Sport Commitment, Code of Behaviour, Reporting procedure)		
Received and returned the following documents to the supervisor:		
Supervision and support requirements relevant to role		
● Letter of offer – signed acceptance of Employment		
● Child Safe Sport Commitment - signed confirmation of acceptance		
● Fair Work Information Statement		
● Completed Employment Application Form		
Orientation & tour		
● Shown location of emergency manual and first aid		
● Shown facilities		
● Provided with necessary contact persons and numbers		

• Uniform, name tag provided		
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For the supervisor to complete:

The following items placed on employee's file:	Date
• Child Safe confirmation acceptance form	
• Induction checklist Completed	

Please sign and return this document to the Director.

I agree that the matters regarding Child Safe Induction and Training outlined in these guidelines have been completed and I have understood.

Signature of Manager: _____

Date: _____

Signature of Employee/volunteer: _____

Date: _____

E. CHILD ABUSE INCIDENT REPORT FORM

[This form must be used to record details of a Child Abuse Incident or Allegation]

Child / Client Name:			
Program:			
Date of incident:		Site where incident occurred:	
Person making Report:		Role & Relationship to Child:	
Type of incident (tick all that apply):			
<input type="checkbox"/>	Suspicion or allegation of abuse or neglect of client	<input type="checkbox"/>	Serious breach of client confidentiality
<input type="checkbox"/>	Suspicion of potential harm to a client	<input type="checkbox"/>	Serious breach of duty of care
<input type="checkbox"/>	Potential abuse by or criminal matters involving an employee	<input type="checkbox"/>	A complaint
<input type="checkbox"/>	An episode of severe challenging behaviour	<input type="checkbox"/>	A complaint involving legal proceedings
<input type="checkbox"/>	Potential harm to an employee resulting from harassment/bullying	<input type="checkbox"/>	A serious incident as defined in the Incident Management policy

DETAILS OF THE CHILD / YOUNG PERSON AFFECTED BY THE INCIDENT

[A Separate Child Abuse Incident Report Form should be completed for each child]

Full name			
Date of birth		Gender	
Any communication or medical requirements			
Parent / guardian name			
Parent / guardian contact/s phone		(Home) (Mobile)	(Work)
Parent / guardian address			
Any known parent / guardian communication requirement			

DETAILS OF OTHER PERSONS INVOLVED

Alleged perpetrator(s) details:	
Name – if known.	
Connection with the child – if known	
Any other relevant factors:	
Were there any other witnesses to the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide their details below:	
Full name	
Involvement as witness	
Contact phone number	
Full name	
Involvement as witness	
Contact phone number	

DETAILS OF INCIDENT

(Please describe the incident including alleged perpetrator/s behaviour, sighted injury or other indicators of abuse, conversations with the child)

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Action undertaken (if any):

To ensure the safety of child/athlete:	
To address the support needs of the child / athlete and their	

family:	
To address the support needs of the alleged perpetrator:	
To address the support needs of other staff and volunteers involved:	

Incident response

Please tick who of the following have been informed of this incident:	
Externally	Police <input type="checkbox"/> Child Protection <input type="checkbox"/> Ambulance <input type="checkbox"/> Doctor <input type="checkbox"/> Family / Carer <input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____
Internally	Manager (please specify): <i>Please note that a Manager must be informed</i>

POLICE

Date:		Time:	
Name of person notified:		Position:	
Department / region:		Contact detail/s:	
Advice provided:			

CHILD PROTECTION

Date:		Time:	
Name of person notified:		Position:	
Department / region:		Contact detail/s:	
Advice provided:			

PARENT / GUARDIAN

Has the parent been informed of the incident: Yes <input type="checkbox"/> No <input type="checkbox"/>	
(If appropriate) has the reporter been informed of the authorities being notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide relevant details of conversations:	<i>E.g. (information provided, reactions, concerns and admissions)</i>

If no, please explain why:	

Please provide details of which manager/s or other staff and volunteers has been informed of the incident?	
Full name:	
Position / title:	
Date and time informed:	
Full name	
Position / title:	
Date and time informed:	

ADDITIONAL COMMENTS:

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ACKNOWLEDGEMENT OF FORM COMPLETION

I have completed this form to the best of my knowledge and ability			
Name		Position	
Signed		Date	

SUPERVISOR

I have checked that all sections of this form are complete			
Name		Position	

Signed		Date	
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Privacy Disclaimer:

Australian Cheer Alliance acknowledges and respects the privacy of all its staff, volunteers, contractors and patrons. The information being collected is for the purposes of obtaining details of and assessing the incident in question. Information disclosed on this form may be passed on to the appropriate authorities, as required. By signing this form, you have consented to this information being collected, used and disclosed for the purposes it intended. You have the right to access and alter personal information concerning yourself in accordance with the Commonwealth Privacy Act (amended 2001).