



# CHILD SAFEGUARDING PROCEDURE

Maryborough Swimming Club procedure for adopting and applying the Swimming Australia National Integrity Framework in daily club practice.

**Date of Policy**  
18 April 2018

**Previous review**  
30 June 2024

**Latest update**  
24 August 2026

## PURPOSE

**This procedure demonstrates the strong commitment of the management, staff, and volunteers of the Maryborough Swimming Club (MSC) to child safety. It outlines the policies and practices developed to protect all children from harm, including abuse, and to ensure a safe, inclusive, and supportive environment.**

Maryborough Swimming Club adopts the Swimming Australia National Integrity Framework as the Club's primary integrity, child safeguarding, member protection, complaint-handling and conduct framework. This procedure explains how the Club applies those requirements in practical, day-to-day club activities.

## 1. Adoption of the National Integrity Framework

The Club adopts and agrees to follow the Swimming Australia National Integrity Framework, including the Safeguarding Children and Young People Policy, Member Protection Policy, Complaints, Disputes and Discipline Policy and Code of Conduct. These documents set the governing standards for child safety, acceptable behaviour, prohibited conduct, complaint handling and integrity matters in swimming. If this procedure is inconsistent with the National Integrity Framework, the National Integrity Framework applies to the extent of the inconsistency. This procedure is intended to support implementation at club level and should be read together with the current Swimming Australia and Swimming Victoria integrity and safeguarding requirements.

## 2. Purpose and Scope

This procedure provides a simple local process for preventing harm, supporting child-safe behaviour, managing child safety risks and responding to concerns. It applies to all Club activities and to committee members, coaches, assistant coaches, officials, team managers, volunteers, parents and carers involved in Club activities, contractors, service providers, swimmers, participants, spectators and visitors.

## 3. Child Safe Commitment

The Club is committed to providing a safe, fair, inclusive, supportive and child-focused environment for all children and young people. The Club has zero tolerance for child abuse, neglect, grooming, bullying, harassment, discrimination, victimisation, vilification, sexual misconduct or any behaviour that may place a

child or young person at risk of harm.

- Children and young people have the right to feel safe, be heard and be taken seriously.
- Child safety is everyone's responsibility.
- The Club supports the cultural safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disability, LGBTIQA+ children and young people, and all children who participate in swimming.

#### **4. Local Safeguarding Responsibilities**

The Club Committee is responsible for leading child safety at club level. The Committee will appoint or identify a Child Safety Officer, keep child safety on the committee agenda, maintain required registers, support safe recruitment and ensure concerns are responded to promptly.

#### **5. Working With Children Checks and Induction**

The Club will require and verify Working With Children Checks for committee members, coaches, assistant coaches, team managers, officials and volunteers where required. The Child Safety Officer or nominated committee member will maintain a register, monitor expiry dates and ensure new volunteers receive a child safeguarding induction before commencing their role.

#### **6. Safe Supervision and Boundaries**

Club activities should be supervised in a way that reduces the risk of one-on-one unsupervised contact between adults and children. Adults must maintain appropriate boundaries, avoid favouritism, use respectful language, seek consent before any necessary physical contact, and ensure coaching or assistance is appropriate, observable and connected to the swimming activity.

#### **7. Communication, Photography and Online Safety**

Communication with children should occur through approved club channels and, where practical, include a parent or guardian. Adults must not use private messaging to build personal relationships with child members. Photos and videos of children may only be taken, used or shared for appropriate club purposes and in accordance with consent, privacy and the Club's photography and social media expectations.

#### **8. Change Rooms, Travel and Club Environments**

The Club will take reasonable steps to manage child safety risks in training, competition, change room, travel and online environments. This includes encouraging appropriate supervision, respecting privacy in change rooms, avoiding isolated situations, using safe transport arrangements and addressing any conduct that may place a child or young person at risk.

#### **9. Reporting Concerns**

Any concern about child safety, poor boundaries, inappropriate behaviour, prohibited conduct, abuse, grooming, bullying, harassment, discrimination or other integrity matter should be reported promptly. Reports may be made to the Club Child Safety Officer, a Committee member, Swimming Victoria, Swimming Australia, Sport Integrity Australia, Victoria Police or child protection authorities as appropriate. If a child is at immediate risk, call emergency services immediately. The Club will take reports seriously, treat children and complainants with dignity and respect, keep records securely, maintain confidentiality where possible and follow the National Integrity Framework and any legal reporting obligations.

#### **10. Related Documents**

- o Swimming Australia National Integrity Framework
- o Swimming Australia Safeguarding Children and Young People Policy
- o Swimming Australia Member Protection Policy
- o Swimming Australia Complaints, Disputes and Discipline Policy
- o Swimming Australia Code of Conduct
- o Swimming Victoria integrity and safeguarding requirements
- o Maryborough Swimming Club Code of Conduct, Photography and Social Media Policy, Complaint Handling Procedure and Working With Children Check Register.

#### **11. Review**

This procedure will be reviewed annually, or earlier if required because of changes to the National Integrity Framework, Swimming Victoria requirements, Victorian child safety laws, incidents, complaints or identified safeguarding risks. Feedback from children, families, volunteers and members should be considered as

part of each review.

### ACKNOWLEDGEMENT

I have read, understood and agree to abide by the Child Safeguarding Procedure. I understand that if I breach any of the Codes, disciplinary action may result.

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|------------------|--|------------------------------------------------------|--|
| <b>Name</b>      |  | <b>Position</b>                                      |  |
| <b>Date</b>      |  | <b>Parent/Guardian Name</b>                          |  |
| <b>Signature</b> |  | <b>Parent/Guardian Signature<br/>(for under 18s)</b> |  |