



GIPPSLAND TENNIS COACHING CODE OF CONDUCT

We are committed to providing tennis coaching and activities that is safe for all children where child abuse and harm are not tolerated. Child safety is a priority for Gippsland Tennis Coaching and the prevention and reporting of abuse is supported and encouraged. All staff, volunteers and contractors are responsible for promoting the safety, wellbeing and empowerment of children. Gippsland Tennis Coaching recognises that discrimination can harm children and we treat all children with dignity and respect.

This Code of Conduct sets expectations for how staff and volunteers at Gippsland Tennis Coaching should behave around children. This helps children participate safely in our classes and activities and have fun.

Tennis is a physical activity and can be highly competitive, so having behavioural standards to manage the risks to children is important. This Code of Conduct identifies positive child safe behaviours that we ask staff and volunteers to demonstrate. It also identifies behaviours that we consider unacceptable and not permitted in our business.

Not following standards of acceptable and unacceptable behaviour is a breach of this Code of Conduct and may result in disciplinary action. Some behaviours on their own may not be a serious breach of the Code of Conduct but together may indicate a concerning pattern of behaviour that poses a risk to the safety of children. Our disciplinary policy provides further information on processes that will be followed if breaches are identified.

All Gippsland Tennis Coaching staff and volunteers must always follow these standards of behaviour, including when at the Gippsland Tennis Coaching venues, attending a tournament or camp and when engaging with Gippsland Tennis Coaching students and their families at any time:

I WILL:

- take all reasonable steps to protect children from abuse
- take disclosures of harm or abuse made by a child seriously
- raise concerns with management if risks to child safety are identified. Report and act on any concerns or observed breaches of this Code of Conduct
- call the Police on 000 if I have immediate concerns for a student's safety
- participate in all compulsory training and professional development including training on child safety and wellbeing
- treat all children and young people with respect, regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, nationality, cultural background, financial situation, disability or other characteristics
- consider the different needs of all children at Gippsland Tennis Coaching, support them to participate fully in programs and help them and their families feel included

- make Aboriginal children and families feel included and welcome at Gippsland Tennis Coaching and support Aboriginal children to express their culture and enjoy their cultural rights
- never be racist towards anyone at Gippsland Tennis Coaching and report any instances of racism I become aware of
- help Gippsland Tennis Coaching be a place where people of all cultures feel safe and included
- listen to children and respond to them if they feel unsafe.
- value children and young people's ideas and opinions
- promote friendships and encourage children and young people to support their peers
- involve children and young people in decisions about the activities they participate in at Gippsland Tennis Coaching and welcome the participation of parents and carers in these decisions
- report any conflicts of interest I have (such as an outside relationship with a child) that may affect my ability to perform my role
- respect the privacy of children and their families, including keeping all personal information confidential unless required by law to share it
- inform parents and carers if there are situations that need to be safely managed but are outside the boundaries of this Code of Conduct (such as driving a child to a tournament)
- communication via email and text to be sent directly to parents/guardians. Where it is not possible to contact a parent/guardian, any messages sent to a child should be copied to the parent/guardian and,
 - (a) restrict such communication to issues directly associated with delivering our tennis services, programs or events, such as advising that scheduled event is cancelled;
 - (b) limit the personal or social content in such communications to what is required to convey the service-related message in a polite manner;
 - (c) do not use such communication to promote unauthorised social activity or to arrange unauthorised contact;
 - (d) do not request a child to keep a communication secret from their parents;
 - (e) do not communicate with children using internet chat rooms or similar forums such as social networking sites, game sites or instant messaging from personal profiles or accounts.
- ensure breaches of this Code are reported to our Child Safety Person immediately
- comply with all relevant Australian and Victorian legislation and our child safe policies and procedures
- uphold the rights of the child and always prioritise their needs.

I WILL NOT:

- condone or participate in illegal, unsafe, abusive or harmful behaviour towards children – this includes physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect or sexual misconduct
- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- exaggerate or trivialise child abuse issues
- use hurtful or offensive behaviour or language with children
- fail to report information to police if I know a child has been abused
- touch children in a way that is unnecessary or unsuitable and falls outside what is reasonable to teach tennis or otherwise engage in the activities of Gippsland Tennis Coaching
- persistently criticise and/or denigrate a child
- deliberately prevent a child from forming friendships
- verbally assault a child or create a climate of fear
- offer children and young people alcohol, cigarettes or other drugs
- show children pornographic images

- share details of sexual experiences with a child
- use sexual language or gestures in the presence of children
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves such as changing clothes
- develop 'special' relationships with specific children or show favouritism through the provision of gifts or unnecessary or unsuitable attention
- have unauthorised contact with children and young people online, on social media or by phone
- take photographs, screenshots or share images of children involved in activities without parental consent
- be alone with a child that is not your own child when there is no professional reason for doing so
- enter changing facilities without first knocking.

If I suspect that this Code of Conduct has been breached by another person in the organisation:

I WILL:

- act to prioritise the best interests of the child or children
- promptly take actions to ensure the child or children are safe
- as soon as possible report the incident or concerns using the Gippsland Tennis Coaching complaints process
- maintain the privacy of those involved, following Gippsland Tennis Coaching record keeping, privacy and information sharing guidelines.

Complaints about a breach of this Code of Conduct must be reported to either:

Mark Stevens	Phone: 0417 140763	Email: mstennis@dcsl.net.au
Janine Stevens	Phone 0418 277703	Email: jmstevens27@gmail.com

Some breaches of this Code of Conduct may need to be reported to the Victorian Police, or to the Commission for Children and Young People. Our Complaint Handling Policy provides more information about our reporting obligations to external authorities as well as describing protections and confidentiality provisions for anyone making a report. The policy can be found via our website **gippslandtenniscoaching.com.au** or a copy can be requested via email **mstennis@dcsl.net.au**. Staff and volunteers who breach our Code of Conduct may also be subject to disciplinary action. This can include increased supervision, appointment to an alternative role, suspension or termination from the organisation. Detailed descriptions of breaches are found in our Child Safety and Wellbeing Policy. The policy can be found via our website **gippslandtenniscoaching.com.au** or a copy can be requested via email **mstennis@dcsl.net.au**.

PLEASE NOTE:

If any person in a position of authority within our organisation becomes aware of a substantial risk that a child may become the victim of a sexual offence committed by an adult associated with the organisation (for example, an employee or volunteer), and they have the power or responsibility to reduce or remove the risk, then they must take all reasonable steps to do so. A person in authority who negligently fails to take appropriate action to address the risk may be charged with the criminal offence of 'failing to protect' and may face a term of imprisonment.

If an adult reasonably believes a sexual offence has been committed by an adult against a child under the age of 16, they must report it to Victoria Police by calling 000 or going to their local police station. Failure to disclose the information may be a criminal offence.

I have read this Code of Conduct and agree to abide by its terms.

Name: Signature:

Date:

Last reviewed: 30 September 2022 Next review date: 30 September 2024

Responsible officer: Mark Stevens/Janine Stevens