



## **SQUASH NSW MEMBER PROTECTION POLICY**

Squash NSW as a member of Squash Australia operates under the Squash Australia Regulations found at: [http://www.squash.org.au/sqaus/regulations\\_policies/regulations.htm](http://www.squash.org.au/sqaus/regulations_policies/regulations.htm)

The following is included under the NSW SQUASH - MEMBER PROTECTION POLICY – in relation to Squash Australia REGULATION 5. If any of the terms of this Policy contradict any terms in the Squash Australia Regulation 5 Policy (as amended) the terms of the Squash Australia Regulation 5 Policy shall prevail.

The Policy attachments outline the procedures that support the Squash NSW commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport.

As part of this commitment, Squash NSW will take disciplinary action against any person or organisation bound by this Policy if they breach it.

### **Who this policy applies to**

This Policy applies to everyone who is involved in Squash in NSW including but not limited to:

- a) Persons appointed or elected to boards, committees and sub-committees;
- b) Employees and contractors of Squash NSW;
- c) Volunteers;
- d) Support personnel;
- e) Squash NSW representative coaches and assistant coaches, referees, officials and other personnel involved or participating in events and activities, including camps and training sessions, tournaments or competitions held or sanctioned by Squash NSW;
- f) Squash NSW representative players;
- g) All affiliated Members, including Clubs, Associate Members, individual Members, life Members and individuals in or using Member facilities, services and equipment;
- h) Any other person involved in Squash including but not limited to participants, parents, guardians, spectators, sponsors and licensees and other contracted parties to the full extent possible; and
- i) Any other person including spectators, parents/guardians and sponsors, who or which agrees in writing (whether on a ticket, entry form or otherwise) to be bound by this policy.

This Policy will continue to apply to a person even after they have ceased their association or employment (subject to this Policy's terms and to the extent it is possible) with Squash NSW, if a formal complaint was made against that person before they ceased their association or employment.

### **Responsibilities of the organisation**

Squash NSW and its Members must:

- adopt, implement and comply with this policy;
- make such amendments to Articles, Rules or Policies necessary for this policy to be enforceable;
- publish, distribute and promote this policy and the consequences of breaches;
- promote and model appropriate standards of behaviour at all times;
- promptly deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner;
- apply this policy consistently; and
- ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies.

### **Individual responsibilities**

Individuals bound by this policy are responsible for:

- making themselves aware of the policy and complying with its standards of behaviour;
- complying with our screening requirements and any state/territory Working with Children checks;
- placing the safety and welfare of children above other considerations;
- being accountable for their own behaviour;
- following the agreed procedures if they wish to make a complaint;
- reporting a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour to the appropriate authorities; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

### **Child Protection**

Squash NSW is committed to the safety and wellbeing of all children and young people playing Squash. Squash NSW supports the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. Squash NSW also supports the rights and wellbeing of its staff, volunteers, contractors and other persons acting in an official capacity and encourage their active participation in building and maintaining a positive and safe environment for all participants.

Squash NSW acknowledges its staff, volunteers, contractors, other persons acting in an official capacity and its Members provide a valuable contribution to the positive experiences of children involved in the sport. Squash NSW aims to continue this and to take measures to protect the safety and welfare of children participating in our sport.

### **Screening / working with children check requirements (Squash Australia member protection policy 5)**

#### *Background*

Child protection focuses on keeping children safe from harm. Organisations have a responsibility to do as much as possible to ensure the safety of children in their care and in particular, to work to prevent child abuse.

Child abuse is illegal, and all states and territories have their own systems and laws that cover screening when working with children as well as the reporting and investigation of allegations of child abuse.

Working with Children Check (WWCC) laws aim to prevent people who pose a risk to children from working as paid employees or volunteers in roles where that person may come into contact with children. In New South Wales laws may require some individuals involved

in sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with children. To determine if a person needs a WWCC refer to <https://check.kids.nsw.gov.au/>.

In NSW the *Child Protection (Working with Children) Act 2012* (NSW) provides minimum standards for those who work with children. All organisations within NSW that employ people in child-related employment (in a paid or unpaid capacity) must meet the requirements of the Working with Children Check (“WWC Check”). Child related employment is defined as work which primarily involves direct unsupervised contact with children. Full details are available at: <https://check.kids.nsw.gov.au/>

[This policy should be read in conjunction with the Squash NSW ChildSafe Framework Working With Children Check Policy.](#)

### **Taking of images of children**

In Australia, generally speaking, there is no law restricting photography of people (including children) in public spaces as long as the images are not:

- indecent;
- being used for voyeurism or made for the purpose of observing and visually recording a person's genital or anal region;
- protected by a court order (eg. child custody or witness protection);
- defamatory; and/or
- being for commercial purposes (person's likeness is used to endorse or entice people to buy a product).

Photos of a child (including your own child) also contravene Criminal Codes and censorship laws if the child is photographed in a provocative or sexual manner (See [www.playbytherules.net.au](http://www.playbytherules.net.au)).

The purpose of this policy is to provide everyone involved in squash in NSW an understanding of issues surrounding obtaining and displaying images of registered Members participating in squash in NSW.

Images of children cannot be used inappropriately or illegally. Therefore, Squash NSW requires that wherever possible, permission from a child's parent/guardian is obtained before an image of a child that is not their own is taken, and ensure that the parent knows the way the image will be used.

The privacy of others must be respected and the use of camera phones, videos and cameras inside changing areas, showers and toilets is prohibited.

If Squash NSW or any of its Members uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. Personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian must not be displayed. Squash NSW and its Members must not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by paedophiles or other persons.

Squash NSW and its Members will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc. Written permission to use images should be obtained from the

legal guardian and the child or young person.

Clubs holding sporting events should refer to the Play by the Rules Guidelines relating to the “taking of images or video of children at sporting events” at

<https://www.playbytherules.net.au/got-an-issue/child-safe-sport/taking-images-of-children>.

### **Social Networking Websites Policy**

Squash NSW acknowledges the emergence of new technology and communication mediums (new media), and wishes to enable such new media to be used to benefit the sport and its participants, and to applaud achievements. Care needs to be taken by participants and Members within the sport, however, to avoid inappropriate posts. Posts that are, or have the potential to be inappropriate due to other circumstances or likely comments, are often not intended to be inappropriate. At other times posts are made without a proper comprehension that once made or published, they are in public for a long time, can be hard to take back (retract) and may breach the law.

### **Where images relate to children involved in squash in NSW the following guidelines recommended by Play by the Rules should be applied:**

- Consider using models or illustrations for promotional / advertising purposes.
- Obtain permission from the child's parent/guardian prior to taking the images of a child or young person. Ensure that all concerned are aware of the way in which the image is to be used and how long the image will be displayed.
- If an image is used avoid naming the child. If this is not possible avoid using both a first name and surname.
- Avoid displaying personal information such as residential address, email address or telephone numbers if images are being posted on websites or distributed in publications.
- Do not display information about hobbies, likes/dislikes, school, etc as this information has the potential to be used as grooming tools by offenders or other persons.
- Only use appropriate images of the child, relevant to the sport or activity, and ensure that the athlete/child is suitably clothed. Images of athletes participating in sports or activities that involve minimal clothing (e.g. swimming and gymnastics) or unusual body positions/poses could potentially be misused.
- Reduce the ability for direct copying of pictures from a website to another source (i.e. disable the 'right mouse click' function).
- Clearly outline in a written contract to photographers who are contracted or paid to take photos, who will retain the images taken, include arrangements made for negatives, digital file and proofs and outline any restrictions for use and sale.
- Provide details of who to contact and what to do if concerns or complaints of inappropriate image use are raised.

(For further information refer to Play by the Rules –

<https://www.playbytherules.net.au/got-an-issue/child-safe-sport/taking-images-of-children>)

Squash NSW also recommends that in relation to all Members and players you:

- do not include personal information of yourself or others in social media channels;
- do not use offensive, provocative language;
- use your best judgment – do not publish something that makes you the slightest bit uncomfortable;
- never write/publish if you are feeling emotional or upset or are intoxicated;
- always ask for a person’s permission before posting their picture on a social networking forum or site;
- never comment on rumours, do not deny or affirm them or speculate about rumours;
- always use social network forums to add value and promote the sport in a positive way.

### **Cyber Bullying/Safety**

Bullying and harassment in all forms is regarded by NSW Squash as unacceptable. Given the emergence of social networks and group communication applications, the opportunity for unwanted and improper comments and statements has dramatically increased. Messages or statements made using these means of communication are largely instantaneous and can easily be abused. Others may also manipulate a person by encouraging a statement to be made on Twitter, Facebook, or any other social media or group communication channel, particularly when the writer may be upset or vulnerable. Bullying has the potential to cause great anxiety and distress to the person who has been the target of any comments or statements. In some cases, bullying is regarded as a criminal offence punishable by imprisonment, amongst other things.

Frustration at a referee, team-mate, coach, or sporting body should never be communicated on social network channels, but rather by way of reasoned and logical verbal and written statements and where appropriate, complaints, to the relevant controlling club, league or peak sporting body.

**For more information, including the required forms, visit:**

- . [www.acyp.nsw.gov.au](http://www.acyp.nsw.gov.au) or 02 9248 0970
- . [sport.nsw.gov.au](http://sport.nsw.gov.au) or 13 13 02
- . [www.check.kids.nsw.gov.au](http://www.check.kids.nsw.gov.au)
- . [www.playbytherules.com.au](http://www.playbytherules.com.au)
- . <https://www.esafety.gov.au>

### **Document Version History**

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	27.11.19	13.9.19	Dec 2020	Endorsed by: CEO Approved by: Board

## **Code of Conduct**

The Code of Conduct outlines the standards of behaviour that NSW Squash expects of everyone involved in the sport in NSW.

***Responsibilities of those involved in the administration of Squash NSW including board members, committee members, employees, contractors and volunteers.***

### **Avoid conflicts of interest**

- Keep acquainted and comply with provisions of any applicable legislation.
- Display care and diligence in your work.
- Avoid waste and misuse of NSW Squash resources and assets.
- Use and care for NSW Squash's property (for example, computer software) properly.
- Respect the confidentiality of information you are working with or are aware of.

### **Communication and the use of internet and email**

NSW Squash provides an internet and email system to assist employees and volunteers perform their work. This is an extremely valuable and powerful communication tool when used appropriately.

NSW Communication Policy works in conjunction with relevant Squash Australia Regulations, including:

- Regulation 5 – Member Protection Policy;
- Regulation 7 – Privacy Policy;
- Regulation 8 – Social Media Policy; and
- Regulation 17 – Risk Management Policy.

Employees, volunteers, Members and others involved in squash in NSW who use or contribute to any form of electronic media, supplied by or sponsored by NSW Squash agree to the following code of conduct:

- exercise good judgment when using electronic mail, following the principles of ethical behaviour;
- use appropriate language in electronic mail messages;
- not send messages that are harassing, defamatory, threatening, abusive or obscene;
- transmission, storage, promotion or display of offensive, defamatory, or harassing material is not allowed; and
- report any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

Squash NSW's resources must not be used for viewing, uploading, downloading or circulation any of the following materials:

- sexually related or pornographic messages or material;
- violent or hate-related messages or material;
- racist or other offensive messages aimed at a particular group or individual;
- malicious, libellous or slanderous messages or material.

Squash NSW expects its all employees, volunteers, Members and others involved in squash in NSW:

- Not to use information and communication technology including email, texting, Facebook, Twitter or other social media channels, and the website to engage in behaviour that could reasonably be considered to make a person feel unsafe, or cause them harm or have a negative impact on them.
- Not to engage in rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening or derogatory language and physical abuse or intimidation towards others.
- Include parents/legal guardians in any email, text, or social media messaging sent to a child or young person.

NSW Squash reserves the right to remove any content from its social networking platforms if it considers there has been a breach of this policy.

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