Supported by the

NSW SQUASH MEMBER PROTECTION POLICY

Squash NSW as a member of Squash Australia operates under the Squash Australia Regulations found at:
https://cdn.filestackcontent.com/caQnRE4dROeh5sF9kn26

The following Policies are included under the NSW SQUASH - MEMBER PROTECTION POLICY – in relation to Squash Australia MEMBER PROTECTION POLICY-REGULATION 5.

The policy attachments outline the procedures that support the NSW Squash commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, NSW Squash will take disciplinary action against any person or organisation bound by this policy if they breach it.

This document has been adapted from the policies approved by the NSW Squash Board and has been recognised as Regulation 5 – Member Protection Policy V1.0 September 2018. The policy comes to effects September 2018 and will operate until replaced.

Who this policy applies

This policy applies to the following individuals who operate at or represent NSW Squash, whether they are in a paid or unpaid/voluntary capacity:

- persons appointed or elected to the NSW Squash Board, Committees and Working Groups
- employees and contractors of NSW Squash
- support personnel appointed or elected to NSW Squash teams and squads
- Squash NSW coaches and assistant coaches
- Squash NSW representative athletes
- Squash NSW referees, umpires and other officials involved in the regulation of the sport
- any category of individual Squash NSW members, including life members
- athletes, coaches, officials and other personnel participating in events and activities, including camps and training sessions, held or sanctioned by Squash NSW
- 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 also applies to organisations and affiliated members of NSW Squash.

Responsibilities of the organisation

NSW Squash 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
- 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 behaviour
- following the agreed procedures if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour
- comply with any decisions and/or disciplinary measures imposed under this policy.

Child Protection

NSW Squash is committed to the safety and wellbeing of all children and young people accessing their services. They support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. They also support the rights and wellbeing of their staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

NSW Squash acknowledges that their staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in the sport. NSW Squash 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-Regulation 5)

Background

Child protection is about keeping children safe from harm/abuse. Child abuse is illegal, and all states and territories have their own systems and laws that cover screening and/or the reporting and investigation of cases of child abuse.

Working with Children Check (WWCC) laws aim to prevent people who pose a risk from working with children as paid employees or volunteers. 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://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/who-needs-the-check

In NSW the Commission for Children and Young People Act 1998 (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 ("WWWC Check") Child related employment is defined as work which primarily involves direct unsupervised contact with children. Full details are at this address:
https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/who-needs-the-check

NSW Squash generally has two categories of people who need to meet the requirements for working with children.

Self employed

Coaches and officials who are self employed or who invoice Squash NSW for their services require the Certificate for Self Employed People. This will demonstrate to their clients that they are not banned by law from working with children.

For parents and carers

The Certificate for Self Employed People means you can verify that a person you've engaged to work with your child is not banned by law from working with children.

Parents and carers should also seek identification, such as a driver's licence, from any self employed person they are engaging to work with children - and make sure that this identification matches with their Certificate.

If they are a self employed person aged 18 years or older whose work meets the definition of child-related employment, they need to apply for a certificate to show they do not have a criminal record that makes them a prohibited person.

It is an offence for prohibited persons to apply for or attempt to obtain, undertake or remain in child-related employment in any capacity, whether paid, volunteering or self employed.

Working With Children Check (WWCC) are available from:
https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check

Volunteers

Volunteers requiring a Working With Children Check (WWCC) can apply at:
https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check

Taking of images of children

Images of children can be used inappropriately or illegally. NSW Squash requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If NSW Squash 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. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by pedophiles or other persons. We 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. Where possible we will seek permission to use images.

Social Networking Websites Policy

NSW Squash 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. This can occur due to the immediate nature of communication to a wide audience using channels such as Facebook, Twitter, and SMS. However, participants within the sport need to be very mindful of a few key matters

that could lead to inappropriate use of new media, at times unintended, and at other times without a proper understanding that once comments are made or published, they are in public for a long time, and hard to take back (retract).

NSW Squash recommends:

- do not include personal information of yourself or others in social media channels
- do not use offensive, provocative or hateful 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
- 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 new telephone and internet social networks, the opportunity for unwanted and improper comments and statements has dramatically increased. Messages or statements made in these ways 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 or Facebook, for example, 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:

https://www.kidsguardian.nsw.gov.au/ or call 02 8219 3777.

Code of Conduct

The Code of Conduct outlines the standards of behavior that NSW Squash expects of its people.

Responsibilities of workers including employees, contractors, 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 staff perform their work. This is an extremely valuable and powerful communication tool when used appropriately.

NSW Communication Policy works in conjunction with Squash Australia Regulation 18- Social Networking Websites and Cyber Bullying/Safety Policies.

Workers, volunteers 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
- report any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

NSW Squash does not allow its resources to 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

NSW Squash expects its workers, volunteers and others involved in squash in NSW:

- Not to use information and communication technology including email, texting, Facebook, Twitter and the website to engage in behavior 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.

Source: NSW Department of Education and Communities *Code of Conduct 2012*

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.