



WORKING WITH CHILDREN HANDBOOK

ABOUT THE WORKING WITH CHILDREN HANDBOOK

Triathlon NSW (TNSW) recognises that children have different requirements compared to adults and that there are potential risks to children in the sporting environment. Child protection is about keeping children safe from harm / abuse.

Triathlon Australia Limited (TA) including its State and Territory Triathlon Associations (STTAs) and Affiliated Clubs (collectively referred to in this document as Triathlon Entities), is committed to the health, safety and wellbeing of all its members and is dedicated to providing a safe environment for those participating in Triathlon. TA wants Triathlon to be fun, enjoyable and safe for all.

As part of the Triathlon community, everyone makes a commitment to actively encourage behaviours that promote a supportive and nurturing environment and contribute to TA's mission of enriching the Australian Sporting landscape by issuing a unique challenge anyone can accept

This handbook outlines important information for a TNSW affiliated clubs to know including:

- a) Where does one find the code of conduct for Persons in Positions of Authority (PPA's) when dealing with Children and Young People (CYPS).
- b) Information regarding the Working with Children Check (WWCC) including who requires one, what's the process for gaining one and how to advise TNSW.
- c) How to obtain further resources and information for our members, clubs, coaches and technical officials.

ABOUT THE WORKING WITH CHILDREN CODE OF CONDUCT

The Triathlon Australia Member Protection Policy binds everyone who is involved in Triathlon including but not limited to:

- a) persons appointed or elected to boards, committees and sub-committees
- b) volunteers
- c) support personnel
- d) all Members, including State Associations, Affiliated Clubs, individual members, life members
- e) any other person involved in Triathlon including but not limited to participants, parents, guardians, spectators, sponsors and licensees and other contracted parties to the full extent possible.

The Triathlon Australia Member Protection Policy covers a 'Child Protection Commitment Statement' (CPCS), and a detailed 'Code of Conduct', enforcement and breaches.

For more information on Triathlon Australia's commitment to protecting CYPs please visit the following website:

[Organisational Resources \(triathlon.org.au\)](http://triathlon.org.au)

Organisational Roles and Responsibilities

Child Safety Representative (mandated for clubs to abide by the 10 Child Safe Standards)

- Reviews the Club's child protection policy and procedures (website, risk management plan etc) annually
- Ensures that the Club's child protection policy and complaint processes are available to all members
- Ensures that his/her contact details are readily available to all members.
- Is responsible for the Club's WWCC records and ensures that those who need a WWCC have one and it's checked off, and those that don't require a WWCC are not applying as This pressure indirectly puts children at risk by redirecting our worker assessment efforts from those who really need it.
- Facilitates the complaints process.

Kids' Race Director

- Performs a child protection risk assessment of the event site prior to every club event

10 IDEAS OF HOW TO MAKE YOUR CLUB CHILD SAFE

Triathlon clubs who have junior members are subject to the Child Safe Scheme and are required to implement the Child Safe Standards through their systems, policies, and processes.

A full list of the 10 Child Safe Standards is listed here: [Child Safe Scheme | Office of the Children's Guardian \(nsw.gov.au\)](#). The Standards provide guidance for organisations to create cultures, adopt strategies and act to put the interests of children first and to keep them safe from harm.

Triathlon NSW and Triathlon Australia has policies to help your club meet your Child Safe Standards obligations. As a club, it is important that you use these policies and make them a part of how your club operates. They aren't just pieces of paper to sit in a folder. Using them helps you create a child safe culture that reduces risk to children. Here are 10 simple steps your club can do to help bring the Triathlon NSW policies to life:

Step 1 - Each season, preferably after your AGM to allow for changes to volunteers in your club, ensure the committee has reaffirmed its commitment to the Child Safety Commitment Statement in the [Child Safeguarding Policy \(triathlon.org.au\)](#). This should be both internal (i.e., an agenda item at a club meeting) and external (via social media, poster at club events or published on newsletter or website).

Step 2 – Each season, preferably after your club's AGM to allow for changes to key personal, undertake a 'Child Safe Risk Assessment' using the template provided by Triathlon NSW. Risk assessments identify areas where adults have opportunities to interact with children unsupervised, including for one-off events and overnight camps as these are the highest risk environments. If you require assistance, please reach out for help.

Step 3 – Your club should identify a 'Child Safety Representative' for your club. This person requires no additional training (but could be a qualified MPIO) but makes a commitment to engage Triathlon NSW / Australia for support and assistance when a complaint is raised. It is strongly encouraged that the 'Child Safety Rep' will undertake 'The [Child Safe Sport eLearning](#)'. This is free and available to all.

Step 4 – Junior Members (and their parents) are advised of the process to raise a complaint, who the 'Child Safety Rep' is for your club (including a photo). This can be achieved by sending an email to junior members and adding this info onto your website. The communication should reaffirm that complaints will be taken seriously, and appropriate action will be taken.

Step 5 - Families and community members are emailed by the club encouraging them to provide feedback on how the triathlon club keeps children safe, and this information is acted upon where necessary. After a significant event or perhaps annually, club members could be surveyed with an open-ended question allowing for child related safety matters to be raised.

Step 6 – Coaches and Committees of Triathlon clubs have an open discussion about the importance of respecting the diverse needs, abilities, and backgrounds of children, and understand the value of treating them fairly. This diversity should be factored into the club’s strategy to keep all children safe.

Step 7 – Representatives of the club commit to attending all child safe training sessions delivered by Triathlon NSW to ensure ongoing training and education for club volunteers either in person or online. Opportunities for training will be communicated out from Triathlon NSW to the committee directly. It is strongly encouraged that all club volunteers undertake ‘The [Child Safe Sport eLearning](#)’. This is free and available to all.

Step 8 - The committee is aware and acknowledges the risk that online communication poses children and promotes the correct way for coaches and adults to behave. The correct way for adults to behave is stated in Triathlon Australia’s social media Policy.

Step 9 - Child safe policies, Codes of Conduct and complaint handling procedures are publicly accessible on the Triathlon NSW website, with links to the club website, along with dates of when they are reviewed. The review is added and noted in committee meeting minutes for clarity and completion. An idea for your club is to follow up with any new paid employees or volunteers with an email asking if they have questions regarding any policies. This should give your club the confidence that all volunteers and employees should know the rules. The club also ensures all relevant staff and volunteers have WWCC’s aligned with legislation however this is only one tool amongst many that a club uses to keep the club safe.

Step 10 – The club commits to ensuring that when there is a change in committee or Child Safety Representative a handover process will ensure that the club remains compliant with the legislation.

These are a great start point for your club to become more child safe. But there are lots more things you can do, so be creative and create new ways to improve safety at your club.



WORKING WITH CHILDREN: REQUIREMENTS

The laws and regulations on this topic are constantly changing, so further information or questions, you are encouraged to read this website: [Home | Office of the Children's Guardian \(nsw.gov.au\)](http://Home | Office of the Children's Guardian (nsw.gov.au))

In Australia, all Accredited Coaches are required to have their WWCC as part of their accreditation however only requested to provide this if directly employed by Triathlon NSW. However, the WWCC must be presented to their Employer (i.e. TNSW Affiliated Club).

1. Determine

Determine whether you have any child-related workers (including volunteers) at the club. This should factor in any valid exemptions that are identified.

To do this, we strongly encourage you to visit this website: [Working with Children Check | Office of the Children's Guardian \(nsw.gov.au\)](http://Working with Children Check | Office of the Children's Guardian (nsw.gov.au))

For a sport club the only people who legally require a WWCC are:

- Anyone in a paid position who is working directly face to face with children, including a coach or manager of a junior team and assistants in these positions.
- Anyone volunteering in the above who does not have a close relative child participating in the team or activity being coached or managed.
- If either of the above then the Head of the Club (eg the President).

	WWCC required	Child Safe Sport eLearning Module 1 (only)	Child Safe Sport eLearning Module 1 - 5
Paid Club Coach	Required	Essential	Essential
Volunteer Coach (no close relative involved in squad)	Required	Essential	Desirable
Volunteer Coach (close relative involved in program)	Not required	Essential	Desirable
President of club	Required if the club has a coach who has a WWCC	Essential	Essential
Committee members	Not required	Essential	Desirable
Child Safety Representative	Required	Essential	Essential
Junior race Director	Required	Essential	Essential

Note – the Child Safe Sport eLearning Modules are free and online: [eLearning | Office of the Children's Guardian \(nsw.gov.au\)](#)

2. Register you club

Register your club with the OCG as an organisation that has child related workers if you have determined that you have child related workers. [Home | Office of the Children's Guardian \(nsw.gov.au\)](#)

This should have the generic username and password which is related to the club rather than any individual volunteer who may finish their volunteering for the organisation.

[Working With Children Check - Registration of Employers, licensing authorities & Volunteer Organisations \(nsw.gov.au\)](#)

3. Collect

The club (either the president or the Child Safety Representative) should request the WWCC number from the relevant individual.

Information required includes the Surname, DOB and WWCC number.

4. Verify

Using the username and password, log into the WWCC portal, enter the details and confirm the individual.

This way, the OCG knows that you are the employer to contact and the OCG will contact your club directly if someone becomes barred from working with children.

CLUB RESOURCES – TEMPLATES AND GUIDELINES

Clubs should provide direct questions or information to PPA's in your club towards the Triathlon Australia Member Protection Policy.

The PLAY BY THE RULES website offers significant support and free education for committee members to undertake:

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

There is a wealth of resources and information that can also be obtained by [clicking here](#).

There are additional resources that can be found by [clicking here](#).

Alternatively, any members of Triathlon NSW or those covered under the Triathlon Australia Member Protection Policy are welcome to contact the Triathlon NSW:

p: 02 8488 6250

w: www.trinsw.org.au

e: info@nsw.triathlon.org.au

