

PAPUA NEW GUINEA GYMNASTICS FEDERATION CHILD PROTECTION POLICY



Policy Name:	CHILD PROTECTION POLICY
Date of Approval:	17th August 2019
Policy Coverage:	Business
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Introduction

The Papua New Guinea Gymnastics Federation (PNGGF) sets out its vision, mission and values as follows:

Vision: We inspire and support excellence with strong leadership.

Mission: To significantly increase Gymnastics participation for all. To promote and support ongoing skills and educational opportunities for athletes, coaches and officials. To introduce national competition performance opportunities for athletes. To represent PNG at the International level.

Core Values: GROWTH - Good Governance, Respect, Ownership, Willingness, Trustworthy, Honesty.

Position Statement: Gymnastics for health, for fun, gymnastics as the foundation & nursery for all sports.

PNGGF is committed to protecting the safety and wellbeing of children.

We uphold the rights and obligations of the United Nations Convention on the Rights of the Child and are dedicated to protecting children from harm, exploitation and abuse. Through the identification and management of risks that may lead to harm of children, PNGGF aims to provide the safest possible environments for any children with whom it works. We encourage child-safe practices within our organisation with the aim of children experiencing zero harm as a result of our programs.

1. Policy Overview

The Papua New Guinea Gymnastics Federation understands that it has a fundamental duty of care towards protecting children engaged within its programs and activities and is committed to the safety and protection of children from all forms of abuse and exploitation. This Child Protection Policy recognises that children can be extremely vulnerable, especially in situations of poverty and/or humanitarian crisis or conflict and need to be protected.

PNGGF will use a risk management approach to minimise the likelihood of child abuse and provide clear and practical guidelines for staff and representatives responding to child abuse and managing complaints.

This Policy has been developed to adhere to international standards such as the United Nations Convention on the Rights of the Child as well as the Australian Government's Child Protection Policy for the aid program (2013). This Policy operates in conjunction with common and statute law and does not exclude or replace the rights and obligations of any individual under Lukautim Pikinini Act 2009 (amended in 2014) and Family Protection Act 2013. This Policy should be seen as a component of the broader ethical framework and Code of Conduct of PNGGF. Disciplinary processes are a means to establish and maintain an ethical, efficient and effective organisation and should not be seen in isolation from the overall goals of the company.

This policy will be reviewed every 5 years.

2. Purpose - This Child Protection Policy aims to achieve the following:

- To protect children engaged in Papua New Guinea Gymnastics Federations programs from all forms of harm, exploitation and abuse, by adopting a goal of children experiencing 'zero harm' as a result of our programs. This will be achieved by identifying and managing the risks associated with working with children, and ensuring that internal procedures are in place and known by staff for handling complaints related to child protection;
- To protect PNGGF staff and representatives from undue suspicion, incorrect or malicious allegations of misconduct by having a clear and transparent reporting system; and
- To protect PNGGF's organisational integrity and reputation, as well as that of its partners, by deterring child sex offenders with a sound Child Protection Policy and related procedures.
- To comply with the Australian Government's Child Protection Policy for the aid program.

This policy outlines

- definitions of child abuse and other relevant terms;
- outline child protection legislation, conventions and guidelines;
- PNGGF's set of commitments to child protection;

3. PNGGF's risk management approach to minimising the likelihood of child abuse and exploitation;

- PNGGF's Code of Conduct governing interaction with children;
- PNGGF's practical reporting procedures and response mechanisms.

Scope This Policy applies to:

Any PNGGF staff member located in, on or offshore (including those attached to other organisations), contractors, sub-contractors, travelling board members, programme participants (ie. volunteers, scholarship holders, trainers, group leaders and facilitators) and/or any accompanying dependants and other family members.

4. Definitions

Child means every person below the age of 18.¹

Child abuse is the physical, sexual, emotional mistreatment or neglect of a child resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Child protection is an activity or initiative designed to protect children from any form of harm, particularly harm arising from abuse, neglect or exploitation.

Physical abuse of a child is when a person purposefully injures or attempts to injure a child from an interaction or lack of interaction which is reasonably within the control of a person in a position of responsibility, power or trust over the child. This may take the form of slapping, punching, shaking, kicking, burning, shoving, grabbing or choosing not to assist a child when a situation is causing them physical pain. There may be a single incident or repeated incidents.

¹ As defined by the Convention on the Rights of the Child (United Nations, Article 1).

Emotional abuse of a child is any action that is not physical but that has a negative effect on the social, intellectual or emotional development of a child. Emotional abuse is categorised loosely as the chronic behavioural pattern directed at a child whereby a child's self-esteem and social competence is undermined or eroded over time. It can take the form of name-calling, threatening, belittling, ridiculing, intimidating, isolating, ignoring or other non-physical forms of hostile or rejecting treatment towards the child.

Neglect of a child is the failure to provide the child with the basic necessities of life such as food, clothing, shelter, education, supervision emotional development and/or protection from foreseeable harm in the context of resources reasonably available to the family or caretakers of the child and to the extent that the child's health and/or development are at risk.

Sexual abuse of a child is when a person who is in a position of responsibility, trust or power over a child involves the child in sexual activity which is intended to gratify or satisfy the needs of the other person and which the child does not fully comprehend, is unable to give informed consent to, or is not developmentally prepared and cannot give consent. This can include contact acts (such as rape or sexualized touching) or non- contact acts (such as exposure to pornography or taking sexualized photographs of the child).

Domestic violence is a pattern of assaultive and/or coercive behaviours conducted within the family environment or domestic (home) environment which can include physical abuse, sexual abuse, emotional abuse and/or economic coercion.

Child Exploitation is when a child is used in work or other activities for the benefit of others. This includes, but is not limited to, the commercial sexual exploitation of children whereby a child is sexually abused in return for cash or for kind and child labour whereby a child is forced to work or perform other acts to an extent detrimental to the child's physical, social or mental development.

Guiding Principles of this Policy

This Policy is based upon the following guiding principles:

- Zero tolerance of child abuse;
- Recognition and promotion of children's best interests;
- Sharing responsibility for child protection;
- Use of a risk management approach to prevent child abuse; and
- Report and respond to all incidents of child abuse.

The Papua New Guinea Gymnastics Federation's Commitments

PNGGF is committed to implementing and maintaining child protection measures to the highest standard. These include:

- In all contracts involving PNGGF, all parties agree to abide by the requirements of this Policy;
- Child protection risks are included in all project and activity risk assessments;
- Culturally specific issues relevant to child protection will be incorporated into project specific risk management strategies, training and response procedures;
- Preventative child protection measures are implemented to the highest standard;
- Comprehensive child-safe recruitment and screening processes are employed;
- Child protection training is regularly provided to relevant PNGGF employees and representatives;
- A child protection Code of Conduct exists and is understood and signed, wherever applicable, by all PNGGF employees and representatives that are bound by it;
- Clear and current reporting procedures exist and are known by PNGGF employees and representatives;
- National laws and processes and local resources are taken into account within reporting and response mechanisms;
- No person is permitted to work with children if they pose an unacceptable risk to children's safety or wellbeing;
- All employment contracts involving PNGGF outline that PNGGF has the right to dismiss, suspend or transfer to other duties personnel who breach the child protection code of conduct; and
- The highest levels of confidentiality and sensitivity are employed pending an official investigation of an incident.

5. The Child Protection Code of Conduct

Acceptable Behaviours

The Papua New Guinea Gymnastics Federation personnel shall:

- Treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- Not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts;
- Wherever possible, ensure that another adult is present when working in the proximity of children;
- Not invite unaccompanied children into my home, unless they are at immediate risk or injury or in physical danger;
- Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible;
- Use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium;
- Not use physical punishment on children
- Not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour;

Papua New Guinea Gymnastics Federation Child Protection Policy (July 2019)

- Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures;
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with PNGGF that relate to child exploitation and abuse;
- Conduct themselves in a manner appropriate with their position representing of PNGGF in all their dealings with children;
- Immediately raise concerns regarding a child's safety or wellbeing in accordance with PNGGF's Reporting Procedures and observe procedural fairness when engaged in decision-making;
- Be visible when working with children and, wherever possible, ensure that another adult is present when working in the proximity of children;
- Listen to children and allow them to be engaged in decisions that may affect them;
- Comply with all relevant Papua New Guinean legislation and, including labour laws in relation to child labour;
- Follow organisational policy and guidelines regarding the safety of children.

Unacceptable Behaviours - The Papua New Guinea Gymnastics Federation personnel shall not:

- Use language or demonstrate behaviour towards children that is inappropriate, harassing, abusive, demeaning, sexually provocative, or culturally insensitive;
- Engage children in any form of activity that is demeaning, offensive, sexually provocative, abusive or culturally inappropriate or insensitive;
- Engage children in any form of sexual activity or acts, including paying for sexual services or acts;
- Invite unaccompanied children into their home, unless they are at immediate risk of injury or in physical danger;
- Access child pornography through any medium;
- Sleep in close proximity to unsupervised children;
- Hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- Exclude or favour a particular child;
- Touch a child in an inappropriate or culturally insensitive manner. Personnel in direct medical care positions are to follow Australian and/or overseas industry best practice guidelines.

6. The Photograph Policy for Using Children's Images

When photographing or filming a child for work related purposes, PNGGF personnel must:

- Assess and comply with local traditions or restrictions for reproducing personal images before Photographing or filming a child;
- Obtain legitimate informed consent from the child and a parent or guardian of the child. As part of this an explanation as to how the photograph or images will be used must be given before photographing or filming a child;
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- Ensure images are honest representations of the context and the facts;
- Ensure file label, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing in any form; and/or
- Ensure images of children available for public use do not reveal any identifying information.
- Use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

7. Reporting and Incident Response

Reporting Child Abuse

Any suspicion or disclosure of child abuse, or any breach of this policy, must be immediately reported to the PNGGF Child Protection Officer and the Gymnastics Australia/Oceania Development Manager. All incidents will be reported and managed in accordance with the guidelines below and Appendix 3 for the PNGGF Procedure for Handling Allegations of Child Abuse. (Refer also to Appendix 2 The PNGGF Child Protection Incident Reporting Sheet).

Guidelines to responding to Child Abuse Allegations

1. The Papua New Guinea Gymnastics Federation takes all allegations of child abuse by PNGGF personnel, seriously;
2. All allegations will be investigated; and
3. Where an incident has been reported the following procedures will be followed:

For non-critical incident allegations

A non-critical allegation of child abuse is one which does not pose immediate risk to a child supposing the allegation was true. These incidents may well be critical in nature but the time frame for responding is not as immediate;

An example is accessing child pornography.

1. The incident will be documented and investigated in accordance with Appendix 3 the PNGGF Procedure for Handling Allegations of Child Abuse;
2. the incident will be investigated with full respect for the privacy of the accused and the alleged victim and information will be dispersed on a “need to know” basis with the primary concern being the rights and welfare of the people involved;
3. the accused person will be given an opportunity to express their views/opinions/version of facts;
4. the views of the alleged child victim will be considered in light of the documented evidence that children rarely lie about abuse; and
5. where the incident is reasonably proven to have occurred, appropriate disciplinary measures will be taken, including, but not limited to:
 - o Warning; and/or
 - o Suspension; and/or
 - o Dismissal.

The disciplinary measure will depend on the nature and severity of the offence and will be at the discretion of the PNGGF President and will be fully documented and reported to PNGGF’s Board.

For critical allegations;

A critical allegation is an allegation whereby there may be an immediate risk to the welfare of a child should the allegation be found true – an example is inappropriate sexual activity.

1. Where the allegation involves a violation of either the laws of the country in which the incident occurs, the laws of Papua New Guinea or the laws of Australia the incident will immediately be

reported to appropriate authorities and the person will be suspended from employment pending an investigation;

2. The incident will be documented and investigated in accordance with Appendix 3 the PNGGF Procedure for Handling Allegations of Child Abuse;
3. All efforts will be taken to ensure the confidentiality and rights of the accused person and information related to the incident will only be shared on a “need to know basis”;
4. If the incident involves a breach of the Code of Conduct (but is not a violation of national laws), the accused person may be suspended pending an investigation;
5. where a breach of the Code of Conduct is found to have occurred, all circumstances will be considered and the appropriate action will be taken;
6. where an allegation is found to be false or unfounded, all efforts will be taken to ensure the rights of the accused person are upheld;
7. Where allegations amount to a violation of laws of Papua New Guinea, privacy will no longer be applicable unless deemed necessary to uphold the rights of the victim.
8. Where appropriate in investigations, PNGGF will consider and take into account legal advice as well as advice from any responsible authorities.

8. Recruitment and Reference Checking

The Papua New Guinea Gymnastics Federation will not knowingly permit any person to be employed or engaged as a volunteer if they pose an unacceptable risk to children.

All job advertisements for The Papua New Guinea Gymnastics Federation will include the following message:

“The Papua New Guinea Gymnastics Federation is a child safe organisation and will ask all applicants to undergo our child safe recruitment procedures and sign our Child Protection Policy/Safeguarding Children Policy. All staff and volunteers must sign and agree to conform to the Safeguarding Children Policy and Code of Conduct as a condition of employment/engagement with the organisation.”

In addition:

- All new PNGGF personnel are required to provide an appropriate current police check (criminal record check). They must include police checks for overseas countries if they have worked or lived overseas for any period longer than one year in the last ten years.
- At least two verbal reference checks with former employers/referees will be conducted. Verbal referees cannot include partners, spouse and/or other relatives. Referees will be asked about the applicant’s suitability for the role to work with children and/or to have regular unsupervised contact with children. Referees will be asked whether they hold any concerns about the applicant, or if complaints were made about the applicant, in connection with working or having contact with children.
- New personnel will be required to provide written disclosure regarding whether they have been charged with child exploitation offences in the past.
- Applicants are required to provide documentation to prove their true identity.
- The interview process for candidates at PNGGF will include behaviour based interview questions that relate directly to working with children to probe the applicant’s attitude, experience and approach to working with children relevant to the post applied for.

- Where appropriate, questions may be taken from the list below:

Have you worked/volunteered with children in a similar position before? What did you like about it? What did you find difficult?

How have you handled children who did not want to participate in an activity?

Do you mind being supervised?

What motivates you/why do you want to work with children in this program?

When do you think it is appropriate to spot a child doing a gymnastics skill?

Can you suggest some strategies to protect the coach and child when spotting gymnastics skills?

What would you do if a parent was late in arriving to collect their child?

Describe a time when you had to manage a child whose behaviour you found challenging?

Tell us about a time when you had to comfort a distressed child?

9. Child Protection Education and Training

Child Protection training, including topics such as awareness raising and reporting processes will be provided to all Gymnastics Federation of Papua New Guinea personnel on an annual basis.

- All staff, volunteers and members of PNGGF will be required to undertake the Australian Sports Commission's Online Child Protection Training Course Annually and provide the certificate as proof of completion <https://pbtr.ausport.gov.au/auth/login?returnUrl=%2Fq%2FPBTR-CP>
- The topics covered in the Australian Sports Commission's Online Child Protection Training Course are:
 - What child abuse is
 - Your right and responsibilities under child protection laws
 - How the laws apply to sporting organisations, clubs, their employees and volunteers
 - When, where and how to report incidents
 - How to establish a welcoming and inclusive environment at your club or organisation.
- PNGGF will arrange for Child Protection training to staff, volunteers and members in country. The PNGGF Child Protection Officer is responsible for organising child protection training for PNGGF.
- All new PNGGF personnel will receive:
 - A Child Protection Policy induction by the PNGGF Child Protection Officer. The induction should include a discussion regarding the responsibility of PNGGF and the individual, to build and maintain a child-safe organization, and appropriate behaviour when interacting with children or child-sensitive material.
 - A copy of PNGGF's Child Protection Policy and associated procedures.

Declaration of Commitment

All personnel must commit to the policy by signing in the spaces provided in the table below at the same time as signing their employment contract with The Gymnastics Federation of Papua New Guinea. A copy of signed policies will be kept on file by PNGGF according to their Privacy Policy and record keeping procedures. The declaration (and the entire policy if possible) should be translated for those who do not speak English. If personnel are not literate, they will need to be read the content.

By signing this document, I indicate my understanding and acceptance of the provisions outlined within the document. I understand my legal and ethical obligations as detailed within the document. I understand that a breach of this Policy and/or Code of Conduct may provide grounds for my employment with The Gymnastics Federation of Papua New Guinea (PNGGF) to be terminated. I also understand that a breach of this Policy and/or Code of Conduct could result in criminal prosecution.

I declare that:

- I have read and understand PNGGF's Child Protection Policy.
- I will work within the procedure as laid out in PNGGF's Child Protection Policy.
- I will report any suspected child abuse by others immediately
- I have not been accused or convicted of any offence involving physical or sexual abuse of children or young people.
- I understand that if a complaint is brought against me regarding the abuse of children whilst I am engaged in PNGGF activities, the allegation will be thoroughly investigated in cooperation with the appropriate authorities.
- I understand that it is my responsibility as a person engaged by PNGGF to avoid actions or behaviours that are abusive or exploitative of children or actions that could be construed as such.
- I authorise PNGGF to undertake any necessary enquiries, including criminal record checks and reference checks as part of my appointment and recruitment process.
- I confirm my willingness to participate in PNGGF training sessions on child protection.

Date	Name	Position	Signature

NB: All staff are to sign in the spaces provided above, which indicates they will abide by the PNGGF Child Protection policy 2019.

APPENDICES

Appendix 1: Appendix 2: Appendix 3: Appendix 4: Appendix 5:

Statutory Declaration Of Criminal Record Form Child Protection Incident Reporting Sheet
Procedure For Handling Allegations of Child Abuse Child Protection Risk Register

Sample Contract With Staff Outlining Disciplinary Measures Should The Child Protection
Code Of Conduct Be Breached

Appendix 1: Statutory Declaration of Criminal Record Form

Statutory Declaration of Criminal Record Form

Applicant's Name:

Role applying for:

Have you ever been charged or convicted of any offence? Yes No

If yes, please provide details:

Please note: if you are applying for a position where you will have regular contact with children, (this may be frequent or infrequent), you are required to give details of all convictions or criminal offences and cautions, or pending prosecutions.

Have you ever been dismissed from employment or had any disciplinary action taken against you which may be related to work with a child/children under 18 years of age?	<input type="checkbox"/> <input type="checkbox"/>
	Yes No
If yes, please provide details:	
Have you received any formal reprimands, final warnings, or cautions from the police?	<input type="checkbox"/> <input type="checkbox"/>
	Yes No
If yes, please provide details:	
Is there any other information which may be relevant to your application e.g. pending prosecutions	<input type="checkbox"/> <input type="checkbox"/>
	Yes No
If yes, please provide details:	
Signature:	Date:

Appendix 2: Child Protection Incident Reporting Sheet

GYMNASTICS FEDERATION OF CHILD PROTECTION INCIDENT REPORTING SHEET

Please fill out as many sections as possible with as much detail as you can. This form is confidential.

Location:
Your name:
Your position:
Child's name:
Age/date of birth:
Child's address (if known):
Name of Parents/guardians/carers and addresses (if known):
Date and time of incident:
Member of staff involved in incident (if any):
Place where incident occurred:
Your observations:
Details of Concern/ Suspicion/ Incident:
Describe what happened: time, dates, names of person(s) involved, behaviour or physical signs observed, any other details:
Details of any conversation with the child:

Action taken so far (if any):	
External agencies contacted (date and time)	
Gymnastics Australia Oceania Development Manager	Name and contact number: +61386989700 Details of advice received: Gymnastics Australia have contacted DFAT: <input type="checkbox"/> YES <input type="checkbox"/> NO
The PNGGF Child Protection Officer:	Name and contact number: Details of advice received:
Police Yes/no	If yes – which station: Name and contact number: Details of advice received:
Social services Yes/no	If yes – which one: Name and contact number: Details of advice received:
Local authority:	If yes – which authority: Name and contact number: Details of advice received:
Other:	Which organisation: Name and contact number: Details of advice received:
Signature: Print name: Date:	

Appendix 3: Procedure for Handling Allegations of Child Abuse

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with PNGGF in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the Department of Social Welfare. You may need to make a report to both.
- Contact The PNGGF Child Protection Officer who will assist in managing the situation
- Contact The Gymnastics Australia Oceania Development Manager who will inform DFAT
- Contact the Department of Social Welfare or police for advice if there is any doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the President of PNGGF so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The President or Secretary General will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is in paid employment with PNGGF.
- The President or Secretary General will consider what services may be most appropriate to support the child and his or her parent/s.
- The President or Secretary General will consider what support services may be appropriate for the alleged offender.
- The President or Secretary General will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- Up to three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the Department of Social Welfare)
 - a disciplinary or misconduct inquiry/investigation (conducted by PNGGF).
- Regardless of the findings of the police and/or Department of Social Welfare investigations, PNGGF will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action.
- The President or Secretary General of PNGGF will consider all information relevant to the matter – including any findings made by the police, the Department of Social Welfare and/or court – and then set out the recommend actions and the rationale for those actions.
- If disciplinary action is recommended, we will follow the procedures set out in Clause 9 of our Member Protection Policy.
- We will provide the relevant government agency with a report of any disciplinary action we take, where this is required.

Contact details for advice or to report an allegation of child abuse.

If the threat to the child or parent is immediate:

- Papua New Guinea Sexual Offenses Squad (Boroko) 324 4235
- Family Violence Unit (Badili) 321 7088
- Police Emergency Phone 000
- Ambulance Phone 3256 822

If threat is not immediate or support is needed:

- Femili PNG (Lae) 7091 4027, (POM) 7916 9063
- Save the Children Papua New Guinea 323 7061
- 1-Tok Kaunselin Helpim Lain 715 08000

Appendix 4: Child Protection Risk Register

Risk Register Owner	THE GYMNASTICS FEDERATION OF PAPUA NEW GUINEA BOARD
Approved by	THE GYMNASTICS FEDERATION OF PAPUA NEW GUINEA BOARD
Issue Date	
Review Date	5 years

Activity Type	Risks to Children	Protocols/procedures to reduce risks to children	Who will be responsible for strategies/action taken? By when?
Some gymnastics skills require coach assistance in the learning phase	Coach could make inappropriate physical contact with children	Code of conduct explains what touching and coaching behaviour is acceptable Coaches and gymnasts are educated about what touching an coaching behaviour is acceptable Strict supervision rules include ensuring adults are not alone with children	Codes of conduct to be created by HM March 19 Coach training rules to be created by HM April 19 Supervision rules to be created by HM May 19
A child may not be collected after the gymnastics training session as planned	Adult and child may be alone together in the gym Child may be left alone inside or outside the gym without staff being aware	Supervision rules explain collection requirements and who will look after children collected late Ensure adequate adult/child ratios at all time for supervision At least two adults should attend any child contact Activity	Supervision rules to be created by HM May 19 July 19 CPP created HM
Children sometimes walk home late at night from activities	Child may be abducted Child may be injured / hit by a car	The members will be consulted to determine appropriate strategies to ensure children do not walk home late at night unaccompanied by an adult. Timing of activities will be reviewed and adjusted Staff who organise the activity must arrange for safe transportation (ie. carpooling with another family).	Supervision rules to be created by HM Sept '19 July 19 CPP created HM

<p>A child may say that he/she does not want to go home with their parent</p>	<p>Child may be experiencing harm at home</p>	<p>Ask child for reason If answer suggests harm to child from someone at home, report to relevant authorities If not, discuss with parent</p>	<p>CPP Policy created HM July 2019</p>
<p>Toilets / changing rooms</p>	<p>Children may change clothes where change rooms are unsupervised and open to the public Toilets may be isolated / out of sight Toilets may be public facilities that other people can access</p>	<p>Create a "curtained" area for changing if necessary Encourage children to change / toilet prior to / after class with parents Keep children in same-sex groups if necessary Planned toilet breaks where children go in groups Educate children to stay in a group and avoid speaking to strangers in the change room</p>	<p>Coaches CP Policy created</p>
<p>Supervising a large group of children is challenging</p>	<p>Responsible adult may resort to violence/physical force, abusive, shaming, humiliating or other harmful discipline methods to control group Group behaviour may get out of control and lead to risky behaviour</p>	<p>Educate responsible adults in positive discipline strategies Provide a support person for adult Split large groups into more manageable sizes Educate children about their rights and acceptable disciplinary methods Work with children to brainstorm and then implement methods of discipline that are not abusive Have a child friendly reporting system, eg. a letterbox that children can put suggestions/complaints into (either in words or in the form of a drawing). Create reporting cards for children to utilise (picture form for young children).</p>	<p>Codes of conduct created Supervision rules to be created by HM May '19 July 19 CPP created HM</p>

Venue may be open / difficult to supervise exits	Children may wander away from the training area Strangers may enter	Rules explain what area gymnasts can use at training Rules are taught and reinforced with gymnasts (including through games) Parents are encouraged to stay and assist with supervision of entries and exits Smaller ratios of adults to children may be applied where necessary (and with younger age groups)	Supervision rules to be created by HM 2019 July '19 CPP created HM
Gymnastics attire may be revealing	Families from some cultures may be offended by attire and choose not to attend / continue attending gymnastics Photos may be taken of gymnasts and used inappropriately	PNGGF allows modifications to traditional gymnastics attire for competition where appropriate (and includes these allowances in policy) International standards for gymnastics attire are applied as a minimum Spectators are requested not to take photos without prior permission	July 2019 CPP Policy created
Inappropriate person volunteers for supervision duty	Volunteer could make inappropriate physical contact with children / abuse children	Care in recruitment selection Only allow people who are working with children check compliant to supervise children	July 2019 CPP created HM
Volunteer takes an inappropriate interest in one child	Volunteer could make inappropriate physical contact with children / abuse children	Volunteer code of conduct and appropriate behaviour is reinforced to all volunteers Supervisor/manager etc to closely monitor situation Staff demonstrate to children that their concerns and opinions are listened to	July 19 CPP created HM Codes of conduct created 2019

<p>Gymnastics is a sport with risks involved</p>	<p>Child could be injured in an accident Coach could be injured leaving children unsupervised</p>	<p>All coaches are appropriately trained in gymnastics coaching A first aid trained coach, volunteer or staff member is available at all times Strict supervision rules are adhered to (including ensuring that more than one adult be present during training)</p>	<p>First Aid Training to be provided MRC (Managing the Risks of Coaching) online training</p>
<p>Using gymnastics equipment involves risk</p>	<p>Equipment may fail, causing gymnast or coach to fall / injure themselves Gymnast may use equipment inappropriately and injure themselves</p>	<p>Regular equipment safety checks are conducted Coaches are trained in safe use of equipment Gymnasts are trained in safe use of equipment Strict supervision rules are adhered to</p>	<p>Supervision rules to be created by HB 2019 MRC (Managing the Risks of Coaching) online training Created 2020</p>
<p>Competitive sport attracts / creates competitive coaches, parents and athletes</p>	<p>Coach may push gymnasts to hard Gymnasts may display aggression to others Parents may abuse coaches, other gymnasts or judges</p>	<p>Codes of conduct outline expectations of coaches, judges, gymnasts, parents, volunteers etc. A caring culture is developed in which respect for all individuals is valued PNGGF staff and volunteers PNGGF develops a selection policy for competitive teams Emphasise other aspects of sport such as enjoyment, team work, sportsmanship skill development</p>	<p>Codes of conduct created 2019 Selection Policy to be created</p>
<p>Some participants may have cultural differences to others</p>	<p>Gymnasts may be teased or bullied</p>	<p>PNGGF develops a culture, which is flexible and supportive of people from a diverse range of backgrounds PNGGF focuses on inclusion, team camaraderie and developing skills.</p>	<p>Codes of Conduct created 2019</p>
<p>Some participants may have disabilities</p>	<p>Gymnasts may be teased or bullied Gymnasts may choose not to attend training</p>	<p>PNGGF finds practical ways to include people of all abilities in the sport at a level of their choice whilst still maintaining the integrity of the activity PNGGF provides a range of options (e.g., options that are only for people with disability and options that are for everyone, but happen to include people with disability with some modifications)</p>	<p>Codes of Conduct created 2019</p>

		Staff and volunteers undertake MIG (Managing Inclusive Gymnastics) training - MIG training to commence 2020.	
Participants may come to training with illness, infectious disease or injury	Injury may be made worse Others may catch illness / disease	OH&S Policy developed “make-up” sessions offered for those missed	OH&S Policy to be developed 2019

Appendix 5: Sample Contract With Staff Outlining Disciplinary Measures Should The Child Protection Code Of Conduct Be Breached

GYMNASTICS FEDERATION OF PAPUA NEW GUINEA EMPLOYMENT AGREEMENT – PERMANENT STAFF

INSERT EMPLOYEE NAME INSERT EMPLOYEE ADDRESS

Dear **INSERT NAME**,

The Gymnastics Federation of Papua New Guinea (PNGGF) is very pleased to offer you a position with our organisation. Attached below are the terms and conditions of your employment.

Please read the following terms carefully. If you have any questions prior to signing this agreement, please contact the PNGGF President at pnggymfed@gmail.com.

If you are in agreement with the terms of this contract, please sign it where indicated on the last page. A second copy is attached for your own records.

We look forward to working with you as part of our dedicated gymnastics team.

Yours sincerely

President
Hannah McManus Gymnastics Federation of Papua New Guinea

TERMS AND CONDITIONS OF EMPLOYMENT

THIS AGREEMENT IS MADE on **INSERT DATE** between:

The Gymnastics Federation of Papua New Guinea (PNGGF) at Port Moresby Papua New Guinea ; and

INSERT EMPLOYEE NAME of (“you”). 1 Role

Your key responsibilities in the role of **INSERT POSITION TITLE** are outlined in the Position Description in Schedule “A” (Key Responsibilities), as amended from time to time in writing upon agreement by the PNGGF.

The conditions of your employment are based on Papua New Guinea Employment Act (Chapter 373) and Employment of Non-citizens Act (Chapter 374) and any applicable industrial instrument/s.

2 Work Locations

The Gymnastics Federation of Papua New Guinea (PNGGF) office is located Taurama Aquatic and Indoor Centre (TAC) Taurama Road Papua New Guinea. From time to time, you will also be required to attend events and conduct activities at other locations such as clubs and schools which will be held at other venues.

GYMNASTICS FEDERATION OF PAPUA NEW GUINEA EMPLOYMENT AGREEMENT – PERMANENT STAFF

3 Entire Agreement

This Agreement, including all Schedules and documents incorporated by reference, contains all the terms and conditions relating to your employment and supersedes any previous agreements or discussions that have taken place between us. Any amendment or variation will be valid only if it is in writing signed by both parties.

4 Requirements of Employment

It is a requirement of your employment that you:

- obtain a current police check;
- hold a current and valid working with children permit (if available);
- hold a current and valid driver licence

PNGGF will reimburse you for any reasonable out-of-pocket expenses you may incur in complying with these requirements.

5 Commencement Date & Term

Your employment will commence from **INSERT DATE**.

6 Hours of Work

In this role, you will be required to work the following rostered days and hours.

INSERT ROSTER

Rostered hours may change due to operational reasons. In such case at least 7 days notice of a roster change will be provided where possible.

7 Meal Breaks

If your work on any day exceeds five continuous hours, you are required to take an unpaid meal break of 30-60 minutes.

INSERT EMPLOYEE ADDRESS

8 Remuneration

You will receive remuneration of \$XXXX under Wages Councils Regulation (where applicable).

Your salary (net of tax and legislated and authorised deductions) will be paid monthly electronically into your nominated bank account.

Your salary will be reviewed annually as part of PNGGF's normal salary review process. Any future salary adjustments will take into account:

GYMNASTICS FEDERATION OF PAPUA NEW GUINEA EMPLOYMENT AGREEMENT – PERMANENT STAFF

Papua New Guinea Gymnastics Federation Child Protection Policy (July 2019)

- legislated minimum rates for your role;
- your age (junior employees only);
- your gymnastics and other qualifications;
- individual performance of your Key Responsibilities.

In addition to your salary, if eligible, PNGGF will contribute to your nominated Superannuation Fund in accordance with the minimum requirements imposed by existing legislation.

9 Overtime & Penalty Rates

Your remuneration as cited above has been loaded to factor in authorised overtime and penalty rates that may apply to you under an industrial instrument (where applicable).

10 Allowances

You may be eligible to be paid allowances specified under an industrial instrument (where applicable).

Once you have completed more than 3 months continuous service with PNGGF. You will be entitled to leave in accordance with the Employment Acts and other relevant legislation. Your current leave entitlements are:

- 4 weeks per annum paid annual leave;
- 10 days per annum paid personal leave;
- 2 days unpaid carers leave per occasion;
- Up to 3 days paid bereavement leave per year;
- Unpaid community services leave;
- Parental leave; and
- Paid long service leave.

The PNGGF may at any time, request evidence of eligibility for taking such leave.

Your leave entitlement will be paid pro-rata based on your total (ordinary plus additional) hours averaged over a 12 month period.

11 Leave

11.1 Annual Leave

As the PNGGF closes for a period each year over Christmas, all staff are required to take this period as annual leave. At least 28 days notice of the days of closure shall be provided in such case where possible.

11.2 Personal Leave

If you have to take personal leave, this must be communicated by phone to the PNGGF as soon as possible.

GYMNASTICS FEDERATION OF PAPUA NEW GUINEA EMPLOYMENT AGREEMENT – PERMANENT STAFF

Certificates must be provided if the absence:

- the absence is 2 consecutive working days or longer;
- the absence falls on a Monday or a day following a public holiday;
- more than 4 days personal leave has been taken in a 12 month period; or
- if requested by PNGGF

12 Uniform

At times, you will be expected to wear PNGGF uniform. The following items will be supplied and replaced as required: **INSERT ITEMS WHICH THE PNGGF WILL SUPPLY.**

You are required to provide your own **INSERT ITEMS WHICH THE EMPLOYEE IS REQUIRED TO SUPPLY FOR EXAMPLE SHORTS** and appropriate footwear.

It is your responsibility to maintain your standard of presentation and you must be clean and tidy at all times.

As your role at times involves close contact with equipment and other people, you must not wear jewellery whilst conducting practical activities that could be caught, tangled or ripped.

13 Expenses

Where reasonable and documented out-of-pocket expenses are incurred by you in the course of your employment, the PNGGF will reimburse you for such expenses by agreement if you have obtained prior approval.

14 Coach Registration Fees

The PNGGF will pay **XX%** of your annual PNGGF coach registration due in **INSERT MONTH** as required.

15 Professional Development

15.1 Course Fees

Professional development fees may be paid by the PNGGF in accordance with current PNGGF policies as updated from time to time.

15.2 Attendance

Time taken to attend PD courses will be paid.

15.3 Travel

Travel expenses for attending courses will be reimbursed / paid by agreement if you have obtained prior approval.

GYMNASTICS FEDERATION OF PAPUA NEW GUINEA EMPLOYMENT AGREEMENT – PERMANENT STAFF

16 Remote / Distance Development Activities

16.1 Attendance

Your current salary has been loaded to compensate you for attendance at remote / distance development activities therefore no additional remuneration will be paid on these occasions.

16.2 Travel time

Your current salary has been loaded to compensate you for attendance at remote / distance development activities therefore no additional remuneration will be paid on these occasions.

16.3 Travel expenses

Travel expenses from your home to and from remote / distance development activities will be reimbursed.

16.4 Accommodation

Reasonable accommodation expenses relating to remote / distance development activities will be reimbursed.

16.5 Meals

Meal expenses relating to remote / distance development activities will be reimbursed.

17 Compliance with PNGGF Codes of Conduct and Policies

Professional conduct of employees of PNGGF is critical. Breaches of the Codes of Conduct or Policies, including PNGGF's Child Protection Policy will be treated very seriously. Breaches may result in formal warnings or instant dismissal.

While PNGGF policies apply to your employment with our organisation, such policies operate independently of this contract and do not form part of it.

PNGGF and industry policies do not create any obligation on the part of the PNGGF to you.

18 Termination of Employment

This agreement may be terminated at any time during its term by mutual consent or by either party giving the other written notice of termination as required by law.

However, if you fail to meet the requirements of your employment or in the case of serious misconduct, the PNGGF reserves the right to terminate this agreement immediately.

Upon termination of your employment, the PNGGF reserves the right to recover from you any outstanding or unpaid staff benefits (i.e. leave taken in advance).

19 Dispute Resolutions

GYMNASTICS FEDERATION OF PAPUA NEW GUINEA EMPLOYMENT AGREEMENT – PERMANENT STAFF

If any dispute arises between you and the PNGGF in relation to this Agreement, please refer to the resolution procedure outlined in the PNGGF grievance policy as updated from time to time.

DECLARATION & ACCEPTANCE

I accept the terms of employment contained in this employment agreement and declare that:

I am legally entitled to work in Papua New Guinea and/or have no legal restrictions on me undertaking employment with the PNGGF.	Yes	No
I do not have a present or past physical or psychological condition or workers compensation claim that may impact on my ability to fulfil the inherent requirements of my role or any anticipated future roles with the PNGGF.	Yes	No
I do not have a business or personal association or relationship with another organisation or potential organisation that may impact on my ability to fulfil the inherent requirements of my role or any anticipated future roles with the PNGGF.	Yes	No
I have not been convicted of a criminal offence in the past 10 years that may impact on my ability to perform my role or any anticipated future roles with the PNGGF.	Yes	No
I have not been convicted of unsafe driving practices in the past two years.	Yes	No
The curriculum vitae that I have submitted to the PNGGF is a true and accurate description of my work history, skills and qualifications.	Yes	No
I have current, valid and authorised formal qualifications, licences and membership required for this role as listed below.	Yes	No
I agree to the abovementioned PNGGF recovering any monies owed by me due to administrative error, overpayment of entitlements or loan.	Yes	No
I understand that this offer of employment may be rescinded if I do not meet the above criteria.	Yes	No

**GYMNASTICS FEDERATION OF PAPUA NEW GUINEA
EMPLOYMENT AGREEMENT – PERMANENT STAFF**

INSERT INFORMATION FROM CV OR AS OTHERWISE ADVISED BY APPLICANT

Qualification/Licence/Membership	Institution	Date Completed/ Issued

Name:

Signature:.....

Date:/...../.....

SCHEDULE A - POSITION DESCRIPTION

The Position description contains specific information about the role and must include the following statement:

“The PNGGF is a Child Safe organisation. We take matters relating to Child Protection very seriously and as a potential representative of the PNGGF you will be expected to comply with a strict Code of Conduct and the PNGGF Child Protection Policy 2019 including all applicable police and reference checks”.