



CHILD SAFE POLICY

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1. POLICY OVERVIEW

Oceania Gymnastics Union (OGU) understands that it has a fundamental duty of care towards the protection of children engaged within its programs and is committed to the safety and protection of children from all forms of abuse and exploitation. This Child Safe Policy recognises that children can be extremely vulnerable, especially in developing nations, in situations of poverty and/or humanitarian crisis or conflict and need to be protected.

OGU 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 including the United Nations Convention on the Rights of the Child, the Australian Department of Foreign Affairs and Trade's Child Protection Policy (2017) and the International Olympic Committee (IOC)'s Toolkit for Safeguarding Athletes from Harassment and Abuse in Sport. This Policy operates in conjunction with common and statute law and does not exclude or replace the rights and obligations of any individual under Family or other Law Acts in individual countries in which OGU conducts programs. This Policy should be seen as a component of the broader ethical framework and Code of Conduct of OGU. 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 and its supporting policies were reviewed and adjusted in July 2021, following the release of findings and recommendations of reviews conducted within Oceania and internationally, including:

- The independent whole of sport review of gymnastics in New Zealand announced in August 2020 and conducted by David Howman.
- The independent review of the sport of gymnastics in Australia announced in July 2020 and conducted by the Australian Human Rights Commission.
- The International Gymnastics Federation (FIG) e-conference aimed at finding solutions for a respectful culture in the sport of gymnastics taking place in October 2020.

2. PURPOSE

This Child Safe Policy aims to achieve the following:

- To protect children engaged in OGU 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 safety;
- To protect OGU staff and representatives from undue suspicion, incorrect or malicious allegations of misconduct by having a clear and transparent reporting system;
- To protect OGU's organisational integrity and reputation including that of its partners, by deterring child abuse offenders with a sound Child Safe Policy and related procedures; and
- To comply with the Australian Department of Foreign Affairs and Trade's Child Protection Policy with a view to conducting Australian Government Department of Foreign Affairs and Trade (DFAT) funded International programs.

This policy outlines:

- Definitions of child abuse and other relevant terms;
- Child protection legislation, conventions and guidelines;
- OGU's set of commitments to child safety;
- OGU's risk management approach to minimising the likelihood of child abuse and exploitation;
- OGU's Code of Conduct governing interaction with children
- OGU's practical reporting procedures and response mechanisms.

3. SCOPE

OGU has developed this Child Safe Policy as a separate but aligned document to the [People Protection Policy](#) to ensure that the prioritised focus on Children is addressed.

This Policy applies only to:

OGU programs inclusive of any staff member (voluntary, seconded or paid) working or located within the OGU region (including those attached to other organisations), contractors, sub-contractors, travelling board members, program participants (ie. volunteers, scholarship holders, trainers, group leaders and facilitators) and/or any accompanying dependants and other family members.

Each OGU member federation is responsible for developing and implementing a policy for safeguarding children that conforms with the intent and guiding principles of this and the International Gymnastics Federation (FIG)'s Policy for Safeguarding and Protecting Participants in Gymnastics. OGU activities are conducted throughout member and non-member countries of the Oceania region. The following clarifies the circumstances under which this policy and the policies of member federations apply:

- Where OGU representatives are conducting programs in a member federation's jurisdiction, that member federation's policy will apply in the first instance.
- Should a situation arise whereby a member federation's safeguarding policy is not in line with the standards of FIG Policy and Procedures, this OGU Child Safe Policy will apply.
- Where OGU representatives are conducting programs in a non-member country which does not yet have a policy for safeguarding children which is in line with the standards of FIG Policy and Procedures, this OGU Child Safe Policy will apply.
- In a situation where a representative of one OGU member federation visits another member federation and a child safety incident is reported, that representative's member federation may, at its discretion, conduct its own investigation.

4. DEFINITIONS¹

Child means every person below the age of 18². This Policy uses the United Nations Convention on the Rights of the Child definition of a child, being any person under the age of 18, regardless of whether a nation's laws recognise adulthood earlier.

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.

¹ The definitions in this policy are based on terminology within the United Nations Glossary on Sexual Exploitation and Abuse and are compliant with the Australian Department of Foreign Affairs and Trade (DFAT) Child Protection Policy 2017.

² As defined by the Convention on the Rights of the Child (United Nations, Article 1).

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.

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.

5. 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 safety;
- Use of a **risk management** approach to prevent child abuse; and
- **Report and respond** to all incidents of child abuse.

6. THE OCEANIA GYMNASTICS UNION'S COMMITMENTS

OGU is committed to implementing and maintaining child safety measures to the highest standard. These include:

- In all contracts involving OGU, 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 safety 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;
- Training in safeguarding children is regularly provided to relevant OGU employees and representatives;
- A Child Safe Code of Conduct exists and is understood and signed, wherever applicable, by all OGU employees and representatives that are bound by it;
- A Child Safe Commitment Statement is understood and signed by all OGU Directors
- Clear and current reporting procedures exist and are known by OGU employees and representatives;
- In adherence to the FIG Policy for Safeguarding and Protecting Participants in Gymnastics https://www.gymnastics.sport/site/pdf/safeguarding/20180927_Policy%20and%20Procedures_V14_with%20charts.pdf, to the extent to which the laws of all countries involved allow, OGU will:
 - Advise the FIG of any disciplinary sanction imposed by OGU relating to an incident that occurred at a FIG event that was dealt with by OGU.
 - Inform the FIG of any temporary suspension or permanent exclusion of a person imposed by OGU.
- National laws and processes and local resources are included 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 OGU outline that OGU has the right to dismiss, suspend or transfer to other duties personnel who breach the Child Safe Code of Conduct; and
- The highest levels of confidentiality and sensitivity are employed pending an official investigation of an incident.

7. THE CHILD SAFE CODE OF CONDUCT

Acceptable Behaviours

Oceania Gymnastics Union 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 their 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 they must obtain their supervisor's permission, and ensure that another adult is present if possible;
- Use any computers, mobile phones, video cameras, cameras, electronic communications and/or social media appropriately;
- 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 local legislation, including labour laws in relation to child labour;
- In DFAT funded programs, comply with Australian laws, including labour laws in relation to child labour;
- 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 occur during their association with Oceania Gymnastics Union that relate to child exploitation and abuse;
- Conduct themselves in a manner appropriate with their position representing OGU in all their dealings with children;
- Immediately raise concerns regarding a child's safety or wellbeing in accordance with OGU'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;
- Follow organisational policy and guidelines regarding the safety of children.

Unacceptable Behaviours

Oceania Gymnastics Union 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/exploitation material through any medium; and never to exploit or harass children;
- engage in communication with a child, on a one-on-one basis, through social media, texting or email, other than for relevant coach/athlete feedback or administration;
- Sleep close to unsupervised children unless absolutely necessary, in which case they must obtain their supervisor's permission, and ensure that another adult is present if possible;
- 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 or give gifts/presents to children to whom a service is provided to (other than the provision of awards);
- 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.

8. THE PHOTOGRAPH POLICY FOR USING CHILDREN'S IMAGES

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

- Assess and comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- Obtain legitimate informed consent³ 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.

³ Legitimate Informed Consent requires that the child and a parent or guardian of the child must be competent to make a voluntary decision about whether to permit themselves to be photographed or filmed / for images of themselves to be used by others. Personnel must educate the child and a parent or guardian of the child about how the photographs or images will be used.

9. REPORTING AND INCIDENT RESPONSE

Reporting Child Abuse

Any suspicion or disclosure of child abuse in an OGU program must be immediately reported to the OGU People Protection Information Officer (PPIO), the Oceania Gymnastics Union Secretary General and the President of the Federation in which the incident occurred. All incidents will be reported and managed in accordance with the guidelines below and **Appendix 3 for the Oceania Gymnastics Union Procedure for Handling Allegations of Child Abuse in OGU programs. (Refer also to Appendix 2 The Oceania Gymnastics Union Child Protection Incident Reporting Sheet).**

Guidelines for responding to Child Abuse Allegations

1. Oceania Gymnastics Union takes all allegations of child abuse by OGU personnel, seriously;
2. All allegations will be thoroughly 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 Oceania Gymnastics Union 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:
 - Warning; and/or
 - Suspension; and/or
 - Dismissal.

The disciplinary measure will depend on the nature and severity of the offence, will be at the discretion of the OGU Sport Integrity Unit (SIU) and will be fully documented and reported to OGU’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, 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 Oceania Gymnastics Union 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 the country in which the incident occurs, or the laws of Australia, privacy will no longer be applicable unless deemed necessary to uphold the rights of the victim.
8. Where appropriate in investigations, OGU will consider and take into account legal advice as well as advice from any responsible authorities.

10. RECRUITMENT AND REFERENCE CHECKING

Oceania Gymnastics Union 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 and volunteer position Expressions of Interest for Oceania Gymnastics Union will include the following message:

“Oceania Gymnastics Union is a child safe organisation and will ask all applicants to undergo our child safe recruitment procedures and sign our Child Safe Declaration of Commitment. All staff and volunteers must sign and agree to conform to the Child Safe Policy and Code of Conduct as a condition of employment/engagement with the organisation.”

In addition:

- All new OGU 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.
- The National Gymnastics Federation of any country in which an applicant has lived or worked for any period longer than one year in the last ten years will be contacted for references and information relevant to the engagement of the applicant.
- OGU will not engage personnel listed in the FIG Table of Suspensions or the subject of any FIG Disciplinary Decision listed at <https://www.gymnastics.sport/site/pages/governance-disc-decisions.php>
- 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 OGU will include behaviour based interview questions that relate directly to working with children to enquire about 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?

11. CHILD SAFE EDUCATION AND TRAINING

Child Safe training, including topics such as awareness raising and reporting processes will be provided to all Oceania Gymnastics Union personnel.

- All staff and volunteers of OGU will be required to undertake an OGU approved Online Child Protection Training Course and provide the certificate as proof of completion.
- The topics covered in the OGU approved course would normally include:
 - What child abuse is
 - Rights 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 a club or organisation
- Additional education will be provided to ensure training is focussed not only on technical skills, but also continuing professional and personal development and soft skills including:
 - Decision making
 - Relationships
 - Discipline
 - Reaching potential
 - Body image
 - Disordered eating and eating disorders

The [OGU Coach and Judge Updating Policy](#) provides links to recommended training opportunities.

The OGU Child Safety Officer is responsible for organising training in safe guarding children for OGU staff and volunteers.

All new OGU personnel will receive:

- A Child Safe Policy induction by the OGU Child Safety Officer. The induction shall include a discussion regarding the responsibility of OGU 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 OGU's Child Safe Policy and associated procedures.

DECLARATION OF COMMITMENT

All staff and volunteers 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 Oceania Gymnastics Union or at the time that they become involved in OGU programs. A copy of signed policies will be kept on file by OGU according to our 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 or voluntary appointment with Oceania Gymnastics Union (OGU) 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 OGU’s Child Safe Policy.
- I will work within the procedures as laid out in OGU’s Child Safe 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 OGU programs, the allegation will be thoroughly investigated in cooperation with the appropriate authorities.
- I understand that it is my responsibility as a person engaged by OGU to avoid actions or behaviours that are abusive or exploitative of children or actions that could be construed as such.
- I authorise OGU 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 OGU training sessions on child safe guarding.

Date	Name	Position	Signature

Appendix 1: Statutory Declaration of Criminal Record Form

OCEANIA GYMNASTICS UNION DECLARATION OF CRIMINAL RECORD FORM

Applicant's Name:		Role applying for:	
Have you ever been charged or convicted of any offence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		
Have you received any formal reprimands, final warnings, or cautions from the police?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		
Is there any other information which may be relevant to your application e.g. pending prosecutions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		
Signature:	Date:	

Appendix 2: Child Protection Incident Reporting Sheet

OGU CHILD PROTECTION INCIDENT REPORTING SHEET

Please complete as many sections, with as much detail as possible. This form is confidential.

Location:
Name of person completing this form:
Position of person completing this form:
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:
Name of person being complained about:
Place where incident occurred:
Observations of person completing this form:
<p>Details of Concern/ Suspicion/ Incident:</p> <p>Describe what happened: time, dates, names of witnesses / person(s) involved, behaviour or physical signs observed, any other details:</p>
Details of any conversation with the child:
Action taken so far (if any):

External agencies contacted (date and time)	
Oceania Gymnastics Union Secretary General	<p>Name and contact number: +61386989700</p> <p>Details of advice received:</p> <p>Oceania Gymnastics Union has contacted DFAT: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
The OGU Child Safety Officer	<p>Name and contact number:</p> <p>Brooke Kneebush Oceania Gymnastics Union Secretary General Phone 0417 145 218</p> <p>Details of advice received:</p>
<p>Police</p> <p>Yes/no</p>	<p>If yes – which station:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>Social services</p> <p>Yes/no</p>	<p>If yes – which one:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
Local authority:	<p>If yes – which authority:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
Other:	<p>Which organisation:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>Signature:</p> <p>Print name:</p> <p>Date:</p>	

Appendix 3: Procedure for Handling Allegations of Child Abuse in OGU programs

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

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

All people working for the OGU 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 adult raises with you an allegation of child abuse or neglect that relates to them, their child or to another child, it is important that you listen, stay calm and be supportive and ask about the wellbeing of the child if they are not present.

Do	Don't
Disregard factors such as the authority or position of the persons involved and any pre-existing views about the good character or otherwise, of any person involved or under investigation.	Do not assess the validity of such allegations or concerns.
Be a listener, not an investigator. Listen to the allegation or disclosure supportively, without dispute.	Do not express shock, panic, disbelief or judgement. Remain calm.
Let the child/adult use their own words to explain what has occurred. Make sure you are clear about what you have been told.	Do not leave the child/adult in a distressed state. If they seem at ease in your company, stay with them. Do not challenge or undermine the allegations. Do not ask suggestive or leading questions.
Reassure the child that what has occurred is not his or her fault and they are doing the right thing.	Do not seek detailed information, ask leading questions or offer an opinion. Just ask enough to act protectively.
Explain that other people may need to be told in order to stop what is happening.	Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep the child safe. 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.
Report all allegations or concerns to the nominated person as described in this Policy.	Do not discuss the details with any person other than those detailed in these procedures.

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 appropriate government department. You may need to make a report to both.
- Contact the President of the Federation in which the incident occurred
- Contact the OGU People Protection Information Officer (PPIO) who will assist in managing the situation
- If the incident involves a child in a DFAT funded program, Contact the Oceania Gymnastics Union Secretary General 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 OGU Secretary General so that they can manage the situation.

Step 3: Protect the child and manage the situation

- The OGU PPIO will support the National Federation President to 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 OGU.
- The OGU PPIO will support the National Federation President to consider what services may be most appropriate to support the child and their parent/s.
- The OGU PPIO will support the National Federation President to consider what support services may be appropriate for the alleged offender.
- The OGU PPIO will support the National Federation President to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- Up to four 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 government department responsible for child protection in the country in which the incident occurred and/or Australia for incidents occurring in DFAT funded programs)
 - An investigation by the National Federation of the country in which the incident occurred
 - A disciplinary or misconduct inquiry/investigation (conducted by OGU).
- Regardless of the findings of the police and/or government department investigations, OGU 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 OGU Secretary General will consider all information relevant to the matter – including any findings made by the police, the government department responsible for child protection and/or court – and then report recommended actions and the rationale for those actions to the OGU Board.
- If disciplinary action is recommended, OGU will follow the procedures set out in the OGU Discipline, Grievance and Appeals Policy.
- OGU will provide the relevant government agency with a report of any disciplinary action we take, where this is required.

Appendix 4: Child Protection Risk Register

Risk Register Owner	THE OCEANIA GYMNASTICS UNION BOARD
Approved by	THE OCEANIA GYMNASTICS UNION BOARD
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Activity Type	Risks to Children	Protocols / Procedures to Reduce Risks to Children	Actions Taken
Some gymnastics skills require coach assistance in the learning phase	<ul style="list-style-type: none"> Coach could make inappropriate physical contact with children 	<ul style="list-style-type: none"> Code of conduct explains what touching and coaching behaviour is acceptable Coaches and gymnasts are educated about what touching and coaching behaviour is acceptable 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Codes of conduct developed <input checked="" type="checkbox"/> Ongoing Coach Training conducted <input checked="" type="checkbox"/> Online Child Safety Training provided
A child may not be collected after the gymnastics training session as planned	<ul style="list-style-type: none"> Adult and child may be alone together Child may be left alone inside or outside without organisers being aware 	<ul style="list-style-type: none"> Supervision rules explain collection requirements and whose responsibility it is to look after children collected late Ensure adequate adult/child ratios at all times for supervision At least two adults should attend any activity with children 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Supervision Rules developed <input checked="" type="checkbox"/> Child Safe Policy Education & Awareness Campaign conducted
Children sometimes walk home late at night from activities	<ul style="list-style-type: none"> Child may be abducted Child may be injured / hit by a car 	<ul style="list-style-type: none"> Organisers and participant families 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 if required Activity organisers to consider arranging for safe transportation (ie. mini-bus) 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Supervision Rules developed <input checked="" type="checkbox"/> Child Safe Policy Education & Awareness Campaign conducted

A child may say that he/she does not want to go home with their parent	Child may be experiencing harm at home	<ul style="list-style-type: none"> • Ask child for reason • If answer suggests harm to child from someone at home, report to relevant authorities • If not, discuss with parent 	<input checked="" type="checkbox"/> Child Safe Policy Education & Awareness Campaign conducted
Toilets / changing rooms	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Create a “curtained” area for changing if necessary • Encourage children to change / toilet prior to / after class / with parents • Plan toilet breaks where children go in groups • Educate children to stay in a group and avoid speaking to strangers in the change room 	<input checked="" type="checkbox"/> Child Safe Policy Education & Awareness Campaign conducted
Supervising a large group of children is challenging	<ul style="list-style-type: none"> • The activity leader may resort to violence/physical force, abusive language, shaming, humiliating or other harmful discipline methods to control the group • Group behaviour may get out of control and lead to injuries or altercations 	<ul style="list-style-type: none"> • Educate activity leaders in positive discipline strategies • Provide a support person for the activity leader • 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) 	<input checked="" type="checkbox"/> Codes of conduct developed <input checked="" type="checkbox"/> Supervision Rules developed <input checked="" type="checkbox"/> Child Safe Policy Education & Awareness Campaign conducted
Venue may be open / difficult to supervise exits	<ul style="list-style-type: none"> • Children may wander away from the training area • Strangers may enter 	<ul style="list-style-type: none"> • Rules explain which areas gymnasts can access during 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) 	<input checked="" type="checkbox"/> Supervision Rules developed <input checked="" type="checkbox"/> Child Safe Policy Education & Awareness Campaign conducted

Gymnastics attire may be revealing	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Allow modifications to traditional gymnastics attire for training and competition where appropriate International standards for gymnastics attire are applied as a minimum Spectators are requested not to take photos without prior permission 	<input checked="" type="checkbox"/> Child Safe Policy Education & Awareness Campaign conducted
Inappropriate person/s volunteer for supervision duty	<ul style="list-style-type: none"> Supervisors could take inappropriate images of children / make inappropriate physical contact with children / abuse children 	<ul style="list-style-type: none"> Stringent recruitment selection processes followed, including identity proof, verbal reference checks and a requirement for new personnel to provide written disclosure regarding whether they have been charged with child exploitation offences in the past. Require volunteers and staff to provide a current police check (criminal record check) or Working With Children Check where applicable before being engaged in activities involving children. 	<input checked="" type="checkbox"/> Child Safe Policy Education & Awareness Campaign conducted
Volunteer takes an inappropriate interest in one child	<ul style="list-style-type: none"> Volunteer could take inappropriate images of children / make inappropriate physical contact with children / abuse children 	<ul style="list-style-type: none"> 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 	<input checked="" type="checkbox"/> Child Safe Policy Education & Awareness Campaign conducted <input checked="" type="checkbox"/> Codes of conduct developed
Gymnastics is a sport with risks involved	<ul style="list-style-type: none"> Child could be injured in an accident Coach could be injured leaving children unsupervised 	<ul style="list-style-type: none"> 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) 	<input checked="" type="checkbox"/> Managing the Risks of Gymnastics (MRG) online training undertaken by Coaches, Judges, Administrators <input checked="" type="checkbox"/> Ongoing First Aid & Coach Training to be undertaken

Using gymnastics equipment involves risk	<ul style="list-style-type: none"> Equipment may fail, causing gymnast or coach to fall / injure themselves Gymnast may use equipment inappropriately and injure themselves 	<ul style="list-style-type: none"> 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 	<input checked="" type="checkbox"/> Ongoing Coach Training to be conducted <input checked="" type="checkbox"/> Equipment Safety Principles Education provided <input checked="" type="checkbox"/> Supervision Rules developed <input checked="" type="checkbox"/> MRG within one year of accreditation
Competitive sport attracts / creates competitive coaches, parents and athletes	<ul style="list-style-type: none"> Coach may push gymnasts too hard Gymnasts may display aggression to others Parents may abuse coaches, other gymnasts or judges 	<ul style="list-style-type: none"> 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 Staff and volunteers emphasise other aspects of sport such as enjoyment, team work, sportsmanship and skill development Selection policies are developed for competitive teams 	<input checked="" type="checkbox"/> Codes of Conduct developed - Selection Policy for in-country teams to be developed in 2021
Some participants may have cultural differences to others	<ul style="list-style-type: none"> Gymnasts may be teased or bullied 	<ul style="list-style-type: none"> Develop a culture, which is flexible and supportive of people from a diverse range of backgrounds Focus on inclusion, team camaraderie and developing skills. 	All
Some participants may have disabilities	<ul style="list-style-type: none"> Gymnasts may be teased or bullied Gymnasts may choose not to attend training 	<ul style="list-style-type: none"> Find 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 Provide 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) Staff and volunteers undertake MIG (Managing Inclusive Gymnastics) training 	- Managing Inclusive Gymnastics (MIG) online training within two years of coach accreditation
Participants may come to training with illness, infectious disease or injury	<ul style="list-style-type: none"> Injury may be made worse Others may catch illness / disease 	<ul style="list-style-type: none"> Participants, volunteers and staff are educated about return to training protocols for injury and illness Medical clearance to be provided upon return to training Posters promoting hygiene protocols are displayed "Make-up" sessions offered for those missed 	<input checked="" type="checkbox"/> Occupational Health & Safety Policy developed <input checked="" type="checkbox"/> Hygiene protocols are developed

