



Australian Government
Sport Integrity Australia



SPORT INTEGRITY
AUSTRALIA

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Policy

Child Safe

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Contents

1.	Sport Integrity Australia Child Safe Commitment	3
2.	Overview	3
2.1	Introduction	3
2.2	Audience	3
2.3	Child Safe Code of Conduct	3
2.4	Review	4
3.	Accountability and responsibilities	4
4.	Risk management	6
5.	People and Culture	6
5.1	Child-Related Positions	6
5.2	Recruitment	6
5.3	Working with Children Checks	6
5.4	Training & Education	7
5.5	Performance management	7
6.	Reporting and complaint management	7
6.1	Reporting child abuse allegations	7
6.2	Making a child safe complaint	7
6.3	Responding to child safe reports	7
6.4	Child safe reporting and complaint flow chart	8
6.5	Complaint management process	9
6.6	Information management	9
7.	Child safe practices	9
7.1	Children in the workplace	9
7.2	Photographs and videos of children	10
7.3	Online communication with children	10
7.4	Physical contact with children	10
7.5	Supervision of children	11
8.	Implementation support	11
9.	Definitions	12
10.	Relevant legislation and standards	15
	Appendix 1: Sport Integrity Australia Child Safe Code of Conduct	16
	Appendix 2: Mandatory Reporting and Failure to Report Legislation	17
	Appendix 3: National Principles for Child Safe Organisations	18

Version history

Version	Date	Cleared by	Comments
1.0	19 January 2022	David Sharpe Chief Executive Officer	
1.1	2 August 2023	The Executive	7.3 (a) – updated. To provide Integrity Complaints greater flexibility and allows for ‘routine’ or ‘unplanned’ interactions with children. It will also allow for judgement calls (if and when required) in how we interact with children.
1.2	15 August 2023	Luke McCann, DCEO Corporate	6.1 (b) and 6.2 (a) – changed details of who to report to. 7.5 (c) updated process to ‘include inform your line manager’. Formatting of headers and grammatical changes i.e., first person.

1. Sport Integrity Australia Child Safe Commitment

We are committed to the safety and wellbeing of children. We will ensure all staff are aware of the National Principles for Child Safe Organisations and the Commonwealth Child Safe Framework to ensure child safety and wellbeing is acknowledged throughout our work at all levels of the agency.

We have zero tolerance to child abuse and neglect in any form. We support the rights of children. Children have the right to take part in sport in a safe, positive, and enjoyable environment, where they are respected and valued. Child safety and protection remains a priority for us now and into the future.

Our Child Safe Policy (policy) has been developed to give effect to the Commonwealth Child Safe Framework, the Australian Government directive that sets minimum standards for creating and embedding a child safe culture in Commonwealth entities, and establishes the National Principles for Child Safe Organisations. It gives guidance on the processes and procedures that aim to ensure children's safety and wellbeing across all areas of the agency's work.

This policy is based on the following guiding principles:

- recognise children's rights and interests
- build and maintain a child safe culture and environment
- zero tolerance of the abuse or harm to children
- use of a risk management approach to prevent the abuse or harm to children
- ensure staff are aware of and comply with relevant requirement.

This policy will be made available to the public via the Sport Integrity Australia website.

2. Overview

2.1 Introduction

Sport Integrity Australia is the lead Australian Government agency with responsibility for sport integrity. As a result, it has both direct and incidental contact with children, as well as developing policies and delivering programs that impact on children. It is therefore important that the agency plays a key role in demonstrating commitment to an organisational culture that upholds and ensures the safety, welfare and wellbeing of children.

2.2 Audience

- (a) This policy applies to all persons who undertake work for the agency, including executive leaders, staff, contractors, and consultants.
- (b) Service providers who deliver services to children as funded by Sport Integrity Australia (for example, contracted service providers and subcontractors – third party provider/s) must comply with the terms and conditions in their contracts and agreements pertaining to child safety.
- (c) This policy will be considered when developing, designing, and managing other policies and programs to ensure they promote children's rights and include relevant child safety considerations.

2.3 Child Safe Code of Conduct

- (a) All staff are expected to treat all children with respect and act in accordance with the APS Code of Conduct and APS Values.
- (b) Staff working with children, or who come in contact with children in the workplace or at a work function, must adhere to Sport Integrity Australia Child Safe Code of Conduct ([Appendix 1](#))

2.4 Review

- (a) This policy and the associated guidelines will be reviewed to ensure it is current and aligns with the Commonwealth Child Safe Framework and the National Principles for Child safe organisations every 2 years and updated as required, including in relation to any relevant legislative changes.

3. Accountability and responsibilities

Ensuring the safety, welfare and wellbeing of children is the responsibility of all staff. Key responsibilities are outlined below.

Who	Responsibilities
CEO	<ul style="list-style-type: none"> ▪ Accountable Authority. ▪ Endorses the Child Safe Policy.
Senior Leadership Team (SES and EL2)	<ul style="list-style-type: none"> ▪ Provide leadership in promoting a child safe culture. ▪ Demonstrate understanding and commitment to this policy. ▪ Ensure child safety in the design of program and policy that impacts upon children. ▪ Ensure staff are aware of this policy and their obligations and assist them to meet their obligations. ▪ Assist staff to make complaints about child abuse or harm. ▪ Support staff to complete child safety training relevant to their role. ▪ Support staff to access the Employee Assistance Program where appropriate. ▪ Provide immediate feedback and take immediate action when a staff member may not be meeting their obligations under this policy. ▪ Manage staff related child safe reports. ▪ Regularly review Sport Integrity Australia’s Strategic and Enterprise Risk Registers.
Safeguarding	<ul style="list-style-type: none"> ▪ Support, advise and provide expertise to staff and external stakeholders on child safety matters relevant to Sport Integrity Australia’s functions, including obligations under legislation.
Information Coordination Centre Integrity Complaints	<ul style="list-style-type: none"> ▪ Refer any child abuse concerns to law enforcement and child protection agencies. ▪ Maintain accurate records for any child safe reports and referrals.
People and Culture	<ul style="list-style-type: none"> ▪ Assist business areas to identify child safe positions. ▪ Assist business areas to have child safe recruitment practices. ▪ Maintain a register of Working with Children Checks (WWCC). ▪ Periodically review and audit the currency of WWCC. ▪ Annually review all positions to review and confirm all child-related positions. ▪ Coordinate child safe training for staff and monitor compliance. ▪ Assist staff to access the Employee Assistance Program.

<p>Finance</p>	<ul style="list-style-type: none"> ▪ Ensure the appropriate child safety ClauseBank clauses are used when approving contracts or grants. ▪ When managing grants and procurements, consider child safety implications if the services are for children, or for activities that will or may involve contact with children, that is a usual part of and more than incidental, to the services or grant activity. ▪ Ensure third party providers comply with their child safe obligations. ▪ Ensure third-party suppliers have required WWCC. ▪ Grant, Procurement and Contract Managers must consider any assurance required from the grant and contract recipient, in relation to child safe obligations, in the information supplied by them in the annual statement of compliance.
<p>Governance and Risk</p>	<ul style="list-style-type: none"> ▪ Policy owner and ensures compliance with the Commonwealth Child Safe Framework. ▪ Review this policy every 2 years, or if legislation changes. ▪ Annually review the Child Safe Risk Assessment Plan. Ensure the annual risk assessment process identifies, assesses, and manages risks associated with children and that the risk assessment is revised when business area functions change, or new functions are gained. ▪ Ensure child safety is considered when developing risk plans for any business functions that are associated with children within their business area.
<p>All staff</p>	<ul style="list-style-type: none"> ▪ Complete Child Safety training as directed. ▪ Comply with the APS Code of Conduct, APS Values and Sport Integrity Australia Child Safe Code of Conduct. ▪ Comply with all relevant requirements of this policy in the course of their work and any work-related functions (e.g. work events where children may be present). ▪ Comply with all requirements or directions given to them by their manager for the implementation of risk controls. ▪ Comply with applicable state, territory, and Commonwealth legislation. ▪ Appropriately report potential risk to child safety including any breaches of this policy. ▪ Ensure all child safe reports and referrals are accurately documented on the prescribed Sport Integrity Australia record system.

4. Risk management

- (a) We take a risk-based approach to ensure that all business activities are child safe. We will undertake risk assessments for any activity that may involve contact with children.
- (b) An annual child safe risk assessment will be conducted as part of the Commonwealth Child Safe Framework requirements to inform our risk profile.
- (c) Each business section is responsible for undertaking an activity risk assessment where it has been identified as having contact with, impact on, or involve working with children. The risk assessment will consider:
 - (i) the contact (with children) and levels of direct supervision
 - (ii) the risk factors
 - (iii) the mitigation factors
 - (iv) the management strategies.
- (d) Our Child Safe Risk Register will be managed in accordance with our [Risk Management Policy](#).
- (e) We will identify applicable child safety obligations for contractors and grant recipients to be included in grant and procurement templates and agreements.

5. People and Culture

5.1 Child-Related Positions

- (a) All staff must have a position description that clearly outlines their roles and responsibilities, including any child-related work.
- (b) Any position that involves child-related work will be designated as a child-related position.
- (c) We will undertake an annual review of all positions to review and confirm all child-related positions.

5.2 Recruitment

- (a) We will take measures to ensure the agency recruits staff and contractors who are suitably qualified and committed to providing professional, safe, and enjoyable programs and services to children and meet the Australian Child Protection Legislation requirement.
- (b) Recruitment processes, including advertising, selection criteria, interview questions and referee checks will emphasise child safety where it is relevant to do so in the duties of the position. Child-related roles will be specifically identified.
- (c) Recruitment processes for child-related positions will be managed in accordance with the Child Safe Procedure – Recruitment and Screening.

5.3 Working with Children Checks

- (a) All staff must hold and maintain a current WWCC in the state or territory in which they reside.
- (b) If, in the course of their employment staff are not able to maintain their WWCC, the matter may be referred to the People and Culture Section for further advice and investigation under the APS Code of Conduct.
- (c) Any contractor identified as requiring a WWCC will be required by the terms of their contracts and agreements to provide a certified copy of their current registration to the Finance Section. The WWCC must be maintained while contracted to Sport Integrity Australia.
- (d) WWCC requirements will be managed in accordance with the Child Safe Procedure – Working with Children Checks.

5.4 Training & Education

- (a) All staff must:
 - (i) familiarise themselves this policy and the Child Safe Code of Conduct
 - (ii) complete child safety training as determined by Sport Integrity Australia within 3 months of commencing
 - (iii) undertake a refresher course every 2 years.
- (b) Staff in child-related positions must also complete any identified additional training and education based on their level and nature of their contact with children.
- (c) We will continue to ensure our training and education are based on trauma informed principles¹ and practice to minimise re-traumatisation and provide options for people to seek support.

5.5 Performance management

Any person who undertakes assigned duties identified as having contact with children must have performance and development plans with behaviours and measures that directly reflect their obligations under this policy.

6. Reporting and complaint management

6.1 Reporting child abuse allegations

- (a) If, whilst undertaking your role at Sport Integrity Australia you form a reasonable belief that a child is at risk of or is being abused and/or neglected, this must be immediately reported to reporting@sportintegrity.gov.au.
- (b) Sport Integrity Australia, via the Information Coordination Centre or the Integrity Complaints team will report to both police and child protection within the relevant jurisdiction.
- (c) You should also be aware of state and territory legislation in relation to mandatory reporting and failure to report and protect offences that may apply to you whilst undertaking your role. Further information is provided in [Appendix 2](#).

6.2 Making a child safe complaint

- (a) You are required to report a suspected breach of this policy to humanresources@sportintegrity.gov.au or an Executive staff member.
- (b) Members of the community can also report child safety concerns in relation to Sport Integrity Australia staff, programs, and services to reporting@sportintegrity.gov.au, via the online report form [Report an integrity issue](#) or call 1300 027 232.

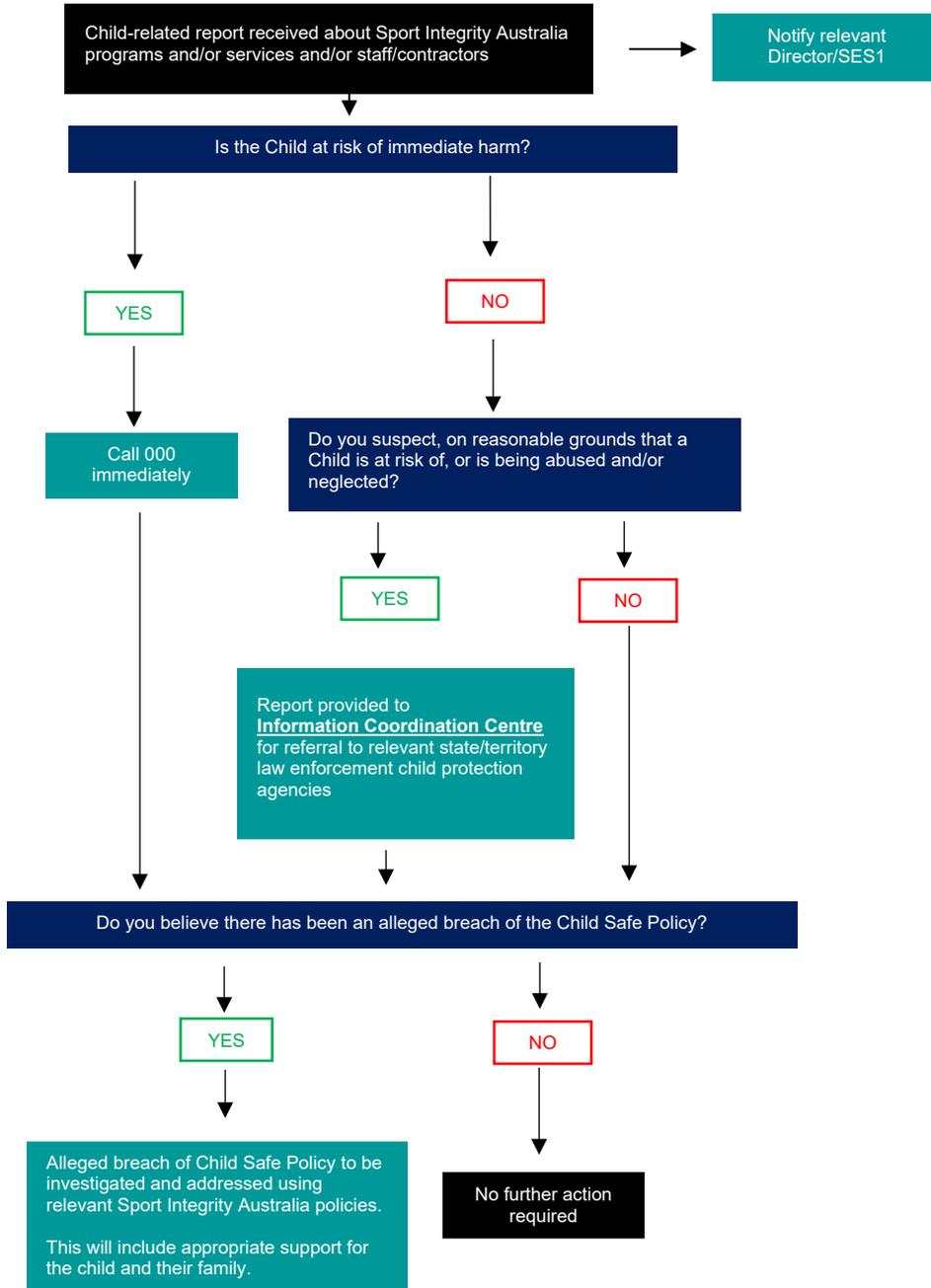
6.3 Responding to child safe reports

- (a) When responding to child safe reports, we will:
 - (i) prioritise the safety and wellbeing of the child
 - (ii) respond to immediate risk or harm and mitigate against other unacceptable risks
 - (iii) ensure anyone can make reports in different ways and through different mediums
 - (iv) meet all record keeping and reporting obligations to external authorities.

¹ Training programs should use trauma informed principles and practice to minimise re-traumatisation and provide options for people to seek support. In general terms, trauma informed training could be described as training that is based on an understanding and knowledge of how trauma can affect people's lives and needs. Trauma informed training should be based on not re-traumatising or blaming survivors/victims. Further information about trauma informed practice is available from the [Australian Institute of Family Studies](http://www.aifstudies.org.au)

- (b) Child safety reports will be managed using a trauma informed approach. We will develop and enhance our processes and procedures where necessary to assist children to make reports, and for staff to respond to the initial contact from children.
- (c) We recognise our staff may be exposed to hearing about, responding to, or processing information about experiences of child trauma and abuse. We are committed to supporting our staff to prevent the development of Vicarious Trauma associated with such exposure as far as reasonably practicable.

6.4 Child safe reporting and complaint flow chart



6.5 Complaint management process

- (a) Complaints will be managed in accordance with the Sport Integrity Australia Handling Complaints Policy and Procedure.
- (b) Any complaint process which involves children will be informed by the [Complaint Handling Guide: Upholding the rights of children and young people](#), published by the National Office for Child Safety, as amended from time to time.
- (c) You are required to adhere to your responsibilities regarding the application of this policy. Failure to adhere to any aspect of this policy may constitute a breach of the APS Code of Conduct and may result in disciplinary action and/or termination under subsection 29(1) of the *Public Service Act 1999* or the Sport Integrity Australia Enterprise Bargaining Agreement.

6.6 Information management

We will:

- (a) manage all information including personal information in accordance with the applicable laws, including the Privacy Act, applicable child safety legislation and discrimination legislation
- (b) comply with the *Archives Act* for records relating to children
- (c) share information when requested, provided it is consistent with the protected disclosure, freedom of information and privacy requirements of Sport Integrity Australia and applicable legislation.

7. Child safe practices

7.1 Children in the workplace

- (a) We are committed to achieving an inclusive work environment that allows staff to balance their family responsibilities and work duties.
- (b) You may bring your children into the workplace when:
 - (i) making an incidental and/or brief visit (e.g. to collect something, to meet before an appointment)
 - (ii) managing an unexpected disruption to school attendance or unexpected difficulty in making arrangements for childcare
 - (iii) breastfeeding or expressing breastmilk
 - (iv) bringing a child/children to a work social event where the invitation was explicitly extended to children/family members.
- (c) Bringing children into the workplace is not intended to substitute for regular childcare.
- (d) You must not bring your child/children into the workplace if they have a confirmed or suspected contagious disease/illness.
- (e) Before bringing your child/children into the workplace, you must inform your supervisor in advance. Where reasonable, such requests will be treated sympathetically and with flexibility and sensitivity by supervisors.
- (f) You should be considerate of the impact your child/children may have on colleagues in your work area and inform them of the arrangement as appropriate.
- (g) When entering the office, children will be issued a security identification pass and their details will be recorded.
- (h) You must directly supervise your child/children brought into the workplace at all times and are responsible for all aspects of their behaviour and safety.

7.2 Photographs and videos of children

We will:

- (a) obtain informed written consent from the child and their parent or guardian and explain how the image or video will be used before taking photographs or videos of children
- (b) respect a child's right to refuse to be photographed or videoed
- (c) ensure photographs or videos 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
- (d) not reveal identifying information about a child in the file name, when sending images electronically or publishing images in any form
- (e) not distribute images or videos (including as an email attachment) to anyone external to Sport Integrity Australia other than to the child and their parent or guardian, without consent from the child and their parent or guardian and approval in accordance with the Child Safe Procedure – Photographs and Videos
- (f) store images and footage (digital or hard copy) in a manner that prevents unauthorised access by others and will be destroy or delete the images and footage as soon as they are no longer required
- (g) not exhibit any images or videos online or in publications without consent from the child and their parent or guardian.

7.3 Online communication with children

- (a) Where practicable, all electronic or online communication with children will adopt a two-deep model, that is, copy in a supervisor or a parent or guardian of each child.

It is acknowledged that there may be circumstances where the two-deep model cannot be applied. For example, if a child calls Sport Integrity Australia directly or where we are unable to identify contact details for a parent or guardian without first speaking to the child. There may also be circumstances where a child indicates that they do not wish for their parent or guardian to be involved in the Complaints Process. Sport Integrity Australia will always offer and encourage for children to have an adult support person present throughout the Complaints Process. Matters will be assessed on a case-by-case basis with the welfare of the child prioritised, and advice sought as required.

- (b) When communicating with children, you must ensure content is:
 - (i) directly associated with delivering our services, such as advising that a scheduled education session is cancelled
 - (ii) concise with personal or social content limited only to convey the message in a polite and friendly manner
 - (iii) devoid of any sexual behaviour
 - (iv) not promoting unauthorised social activity or contact.

7.4 Physical contact with children

- (a) You must ensure that any physical contact with children is appropriate to the delivery of our programs or services and based on the needs of the child, such as assisting with the use of equipment, treatment by a health practitioner or administering first aid.

- (b) You must not have contact with children that:
 - (i) involves touching of genitals, buttocks, or the breast area other than as part of delivering medical or allied health services
 - (ii) would appear to a reasonable observer to have a sexual connotation
 - (iii) is intended to cause pain or distress to the child (e.g., corporal punishment)
 - (iv) is overly physical (e.g. wrestling, horseplay, tickling or other roughhousing)
 - (v) is unnecessary (e.g. assisting with toileting when a child does not require assistance)
 - (vi) is initiated against the wishes of the child except if such contact may be necessary to prevent injury to the child or to others.

7.5 Supervision of children

- (a) We require that children participating in programs and services offered we offer, be supervised at all times by staff and/or contractors.
- (b) Staff and contractors must ensure that supervision is constant, active, and diligent and requires the supervisor to be in a position to observe each child, respond to individual needs and immediately intervene if necessary.
- (c) One-to-one situations with children should be avoided, however some services and programs may involve such circumstances (e.g. sample collection) and in this case, if you are required to be in a one-to-one situation with a child, you must inform your line manager and record the interaction.
- (d) Any incident of one-to-one unauthorised contact must be immediately reported to the relevant Director/SES1 within 24 hours of the incident occurring.

8. Implementation support

- (a) We will continue to embed child safeguarding principles and practices in all relevant internal policies and procedures.
- (b) The following child-safe specific policies and procedures provide the mechanisms for implementation of this policy:
 - (i) Child Safe Risk Assessment
 - (ii) Child Safe Procedure – Photographs and Videos
 - (iii) Child Safe Procedure – Recruitment and Screening
 - (iv) Child Safe Procedure - Working with Children Checks
 - (v) Child Safe Procedure - Children in the Workplace.

9. Definitions

Term	Definition
Accountable Authority	Accountable Authority has the same meaning as in the <i>Public Governance, Performance and Accountability Act 2013</i> .
Australian Child Protection Legislation	All state/territory child protection legislation: Australian child protection legislation
Bullying	When a person or group of people repeatedly and intentionally uses words or actions, or the inappropriate use of power, against someone or a group of people to cause distress and risk to their wellbeing.
Child	A person under the age of 18 years.
Child abuse	<p>The mistreatment of a child that:</p> <ul style="list-style-type: none"> ▪ causes, is causing or is likely to cause any detrimental effect so that a child's physical, psychological, or emotional wellbeing; or ▪ does, or is likely to, endanger that a child's physical or emotional health, development, or wellbeing, <p>whether through a:</p> <ul style="list-style-type: none"> ▪ single act, omission, or circumstance; or ▪ series or combination of acts, omissions, or circumstances, <p>and includes:</p> <ul style="list-style-type: none"> ▪ physical abuse ▪ emotional or psychological abuse ▪ sexual abuse ▪ neglect ▪ exposure to family violence.
Child-related work	<p>Activities where contact (physical, face-to-face, oral, written, or electronic contact) between a staff and a child would reasonably be expected as a normal part of the work and such contact is not occasional and incidental to the work.</p> <p>For the purposes of this definition, <i>occasional</i> means infrequently or irregularly; and <i>incidental</i> means occurring by chance.</p>
Commonwealth Child Safe Framework	The Australian government policy that sets minimum standards for creating and embedding a child safe culture in Commonwealth entities. Commonwealth Child Safe Framework
Commonwealth Funded Third Party	Any individual or organisation which receives funding from any Commonwealth entity, including grants or procurements. Application to funded third parties
Contractors	Individuals or organisations engaged by Sport Integrity Australia by contract and their staff and subcontractors.
Emotional or Psychological Abuse	When a child does not receive the love, affection, or attention they need for healthy emotional, psychological, and social development or

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Term	Definition
	<p>are exposed to violence/abuse against other children or adults. Such abuse may involve:</p> <ul style="list-style-type: none"> ▪ repeated rejection or threats to a child ▪ constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule, intentional exclusion, continual coldness, and rejection ▪ bullying and harassment ▪ harmful training methods or overtraining where there is the potential to result in damage to a child's physical, intellectual, or emotional wellbeing and development.
Exposure to Family Violence	Any abusive behaviour used by a person in a relationship to gain and maintain control over their partner or ex-partner. It can include a broad range of behaviour that causes fear and physical and/or psychological harm. If a child is living in a household where there have been incidents of domestic violence, then they may be at risk of significant physical and/or psychological harm.
Grooming	The process by which an adult establishes a trusting relationship with a child and those associated with the child's care and wellbeing, to create an environment in which abuse can occur.
Harassment	Any type of behaviour (including one-off incidents) towards a person that they do not want and that is offensive, abusive, belittling or threatening and that is reasonably likely to cause harm to the person who is subject to the harassment.
National Principles for Child Safe Organisations	The National Principles for Child Safe Organisations approved by the Council of Australian Governments in 2019, as set out in Appendix 3 .
Neglect	<p>The persistent failure or deliberate failure or denial to meet a child's basic needs. Child neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention, or supervision to the extent that the child's health and development is or is likely to be harmed.</p> <p>Types of neglect include physical, medical, emotional, and educational neglect, and abandonment.</p>
Physical Abuse	<p>When a person subjects a child to application of physical force, which may cause injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ shoving, hitting, slapping, shaking, throwing, punching, biting, burning, kicking ▪ harmful training methods or overtraining where there is the potential to result in damage to a child's physical development.
Sexual Abuse	<p>When an adult, or a person in authority (i.e. older, or younger but more physically or intellectually developed) involves a child in any sexual activity. A child cannot provide consent; therefore, even if 'consent' is given, it still constitutes sexual abuse.</p> <p>Perpetrators of sexual abuse take advantage of their power, authority, or position over the child for their own benefit. It can include making</p>

Term	Definition
	<p>sexual comments to a child, kissing, touching a child's genitals or breasts, oral sex, or intercourse with a child.</p> <p>Sexual exploitation is a form of sexual abuse and occurs when children are forced into or involved in sexual activities that are then unlawfully recorded in some way, or recorded without the consent of one or more parties, or used to produce child sexual abuse material. Such material can be in the form of photographs or videos, whether published or circulated on the internet or social media.</p> <p>Encouraging a child to view pornographic videos, websites, or images, or engaging a child to participate in sexual conversations over social media or otherwise is also considered sexual exploitation.</p>
Staff	<p>All ongoing, fixed term and casual employees engaged under the Sport Integrity Australia Act 2020.</p> <p>The term also refers to any persons working for Sport Integrity Australia on secondment from other Commonwealth government entities, and Sport Integrity Australia employees on secondment to other organisations.</p>
Vicarious Trauma	<p>The experience of trauma symptoms that can result from being repeatedly exposed to other people's trauma and their stories of traumatic events.</p>

10.Relevant legislation and standards

International covenants, declarations, and treaties

Universal Declaration of Human Rights

Available online: www.ohchr.org/EN/UDHR/Documents/UDHR_Translations/eng.pdf

Geneva Declaration of the Rights of the Child

This declaration, adopted on 26 September 1924, sets out the fundamental human rights accorded to children. It is the foundation for the later United Nations Convention on the Rights of the Child.

Available online: www.un-documents.net/gdrc1924.htm

United Nations Convention on the Rights of the Child

This convention, which entered into force on 2 September 1990, outlines the internationally agreed rights of children. Articles 3, 19, 25, 34 and 37 specifically reference children's rights and the obligations of states in terms of child protection and safety.

Available online: www.ohchr.org/en/professionalinterest/pages/crc.aspx

Commonwealth legislation and policy

Archives Act 1983

Available online: www.legislation.gov.au/Series/C2004A02796

General Records Authority for Child Sexual Abuse Incidents and Allegations

Available online: www.naa.gov.au/information-management/records-authorities/types-of-records-authorities/GRA/GRA41/index.aspx

Crimes Act 1914

Available online: www.legislation.gov.au/Series/C1914A00012

Criminal Code Act 1995

Available online: www.legislation.gov.au/Series/C2004A04868

Mapping to the Information Management Standard for Australian Government

Available online: www.naa.gov.au/information-management/information-management-standard/recordkeeping-principles-recommended-by-the-royal-commission-into-institutional-responses-to-child-sexual-abuse.aspx

Privacy Act 1988 -

Available online: [Privacy Act 1988 \(legislation.gov.au\)](http://Privacy Act 1988 (legislation.gov.au))

Public Governance, Performance and Accountability Act 2013

Available online: www.legislation.gov.au/Series/C2013A00123

Public Service Act 1999

Available online: www.legislation.gov.au/Series/C2004A00538

Appendix 1: Sport Integrity Australia Child Safe Code of Conduct

All Sport Integrity Australia staff and contractors are responsible for the safety and wellbeing of children who engage with our agency. All staff and contractors are expected to act in accordance with this Code of Conduct in their physical and online interactions with children in relation to their work with Sport Integrity Australia.

Staff and contractors **must always:**

- act in accordance with Sport Integrity Australia's Child Safe Policy and procedures at all times
- involve children in making decisions about activities, policies and processes that concern them wherever possible
- listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well
- demonstrate appropriate personal and professional boundaries
- consider and respect the diverse backgrounds and needs of children by creating an environment that: promotes and enables children's participation; is welcoming; culturally safe; and inclusive for all children and their families
- identify and mitigate risks to children's safety and wellbeing as required by Sport Integrity Australia's risk assessment process
- wherever possible, ensure that another adult is present when working with or near children
- where required to have contact with children in the course of your duties, do not have contact with these children outside of the work environment
- immediately disclose to the Sport Integrity Australia all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those that occurred before or during association with the agency
- immediately report to your manager concerns or allegations of child harm or abuse and failure to comply with the Child Safe Policy in accordance with appropriate procedures
- before photographing or videoing a child or using children's images for work related purposes always obtain informed consent from the child and parent or guardian of the child. An explanation of how the photograph or film will be used must be provided
- ensure photographs, films, videos, and DVDs present children in a dignified and respectful manner and not in a vulnerable, suggestive, or submissive manner. Do not reveal identifying information about a child when sending images electronically or publishing images in any form
- comply with all relevant Australian legislation including Working with Children Checks and mandatory reporting requirements.

Staff and contractors **must not:**

- use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- engage in or allow any form of sexual behaviour between, with, or in the presence of a child
- use physical or emotional punishment on children
- access or use child-related data maintained by Sport Integrity Australia to exploit or harass children
- use any computers, mobile phones, video cameras, cameras, or social media to exploit or harass children, or access child exploitation material through any medium
- use a personal phone, camera, or video camera to take images of a child.

Appendix 2: Mandatory Reporting and Failure to Report Legislation

Protecting Australia's children is everybody's business. If you suspect a child is at risk of harm, abuse or neglect you must contact the relevant state or territory child protection agency.

ACT

Make a Child Concern Report: 1300 556 729

[Report Child Abuse or Neglect](#)

[Online Child Concern Report](#)

[Mandatory Reporters](#)

[Failure to Report Offence](#)

NSW

Child Protection Helpline: 132 111

[Reporting a Child at Risk](#)

[Mandatory Reporters](#)

[Failure to Report Offence](#)

NT

Child Abuse Hotline: 1800 700 250

[Report Child Abuse](#)

QLD

Call the relevant [Regional Intake Services](#)

After hours: 1800 177 135

[Reporting Child Abuse](#)

[Mandatory Reporters](#)

[Failure to Report Offence](#)

SA

Child Abuse Report Line: 131 478

[Reporting Child Abuse](#)

[Mandated Notifiers](#)

TAS

Advice and Referral Line: 1800 000 123

[Strong Families, Safe Kids](#)

[Child Protection Notification Form](#)

[Mandatory Reporters](#)

VIC

Call the relevant [Child Protection Contact](#)

After hours: 13 12 78

[Reporting Child Abuse](#)

[Mandatory Reporters](#)

[Failure to Disclose Offence](#)

WA

Central Intake: 1800 273 889

[Reporting Your Concern](#)

[Mandatory Reporters](#)

Appendix 3: National Principles for Child Safe Organisations

The National Principles for Child Safe Organisations are designed to build capacity and deliver child safety and wellbeing in organisations, families and communities and prevent future harm. In order to allow flexibility in implementation and in recognition of the variety of organisational types, sizes and capacities, the National Principles outline at a high level the 10 elements that are fundamental for making an organisation safe for children.

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementing of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.