



SURF LIFE SAVING SYDNEY

# MEMBER PROTECTION – GUIDANCE FOR TRAINERS, ASSESSORS AND FACILITATORS

## Member Protection

This information is designed to be delivered as a means to provide guidance to Trainers, Assessors and Facilitators in Surf Life Saving Sydney on behaviours that support Surf Life Saving Australia’s commitment to protect members. The content has been tailored to address matters raised in SLSA’s Policy that are directly relevant to persons occupying Trainer, Assessor and Facilitator roles (TAF). The topics, and guidance, covered below are extracted from Surf Life Saving Australia’s Member Protection Policy version 6.05 released in October 2016.

The SLSA member protection policy sets out SLS’s commitment to ensure that every person involved in SLS is treated with respect and dignity and protected from Discrimination, Harassment and Abuse. It also seeks to ensure that everyone involved in SLS is aware of their legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them. There are also a number of specific measures aimed at supporting a culture that protects children and young persons.

TAFs play a very important role in introducing members to the culture of surf life saving, and ensuring professional standards are met and demonstrated.

All persons are encouraged to read the full SLSA Member Protection Policy - 6.05 and appendices<sup>1</sup>. Nothing in this code should contradict the policy. If there are conflict between the code and policy, members should refer back to the policy.

## Topics

1. Positive guidance
2. Adhering to role boundaries
3. Uniform and identity card/pass/badge/Working With Children Check (WWCC)
4. Use of language and tone of voice
5. Supervision of Children or Young People
6. Use of electronic communications
7. Giving gifts to Children or Young People

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<sup>1</sup>refer [link to SLSA Policy 6.05](#) or search online for “Member Protection Policy ver 6.05”

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8. Photographs of Children or Young People
9. Physical contact with Children or Young People
10. Sexual misconduct and relationships
11. Overnight stays and sleeping arrangements for Children or Young People
12. Change room arrangements

## DETAIL

### 1. Positive guidance

Candidates should be made aware of the acceptable limits of behaviour so that a positive experience can be provided to all. There may be times that TAFs are required to use appropriate strategies to maintain a safe, positive environment.

Candidates need to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

TAFs should use strategies that are fair, respectful and appropriate age and life experience of the Candidates.

### 2. Adhering to role boundaries

TAFs should act within the confines of their duties at all times, subject to direction by the club Director of Education, District Education Supervisor or the Branch Education Manager.

In respect of children and young persons, unless you have the parents' permission, you should not:

- provide unauthorised transportation
- engage in activities or seek contact with Candidates outside of authorised SLS services, programs, events or activities
- seek contact with Candidates outside SLSA-related activities
- accept an invitation to attend any private social function at the request of a Candidates.

If an TAF becomes aware of a situation in which a child or young person requires assistance that is beyond the confines of the TAF role, or beyond the scope of your club's usual service, you should at the earliest opportunity:

- refer the matter to an appropriate support agency, as well as to your club's member protection officer, or executive
- refer the child or young person to an appropriate support agency
- contact the child or young person's parent or guardian as appropriate (which may be undertaken in consultation with your club's member protection officer, or executive)



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### 3. Uniform and WWCC

TAFs should wear their uniform only while involved in authorised club activities or to and from those activities. All TAFs must hold a current a Work with Children Certificate (WWCC).

### 4. Use of language and tone of voice

Language and tone of voice used in the presence of Candidates, and between TAFs should:

- provide clear direction, boost their confidence, encourage or affirm them
- not be harmful—therefore, avoid language that is intended to be, or is received or likely to be received by the individual it is directed at or any other person as:
  - discriminatory, racist or sexist
  - derogatory, belittling or negative, for example, by calling a Candidate a 'loser' or telling them they are 'too fat'
  - threatening or frightening
  - profane or sexual.

### 5. Supervision of Candidates

Trainers, Assessors and Facilitators (TAFs) responsible for supervising Candidates must strive to ensure they:

- engage positively within the training course and assessment
- behave appropriately towards one another
- are in a safe environment and are protected from external threats.

TAFs are required to avoid unsupervised situations with Candidates and (where possible) to conduct all activities and/or discussions in view of other club members.

### 6. Use of electronic communications

TAFs may need to contact Candidates who are not their own children via social media. Any such message should be passed onto the child via the child's own parent.

If necessary to contact children or young persons directly, e.g. to advise of the cancellation of training, the communication must be restricted to conveying the message in a polite friendly manner. It should be restricted to issues directly associated with the course or assessment, and have limited personal content. Nothing is to be communicated that a reasonable observer could view as being of a sexual nature. It should not be used to promote unauthorized activities or unauthorized contact. Never request a child or young person to keep the communication secret from their own parent.

Candidates accessing club computer equipment should be monitored at all times to ensure they do not place themselves at risk of abuse or exploitation.

Most Candidates Under 13 are not likely to be on Facebook. If you are contacting them via Team App then this should be the parent's contact details.



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### 7. Giving gifts to Candidates

With the exception of their own children, TAFs should not give gifts to Candidates unless your club Director of Education, District Education Supervisor or the Branch Education Manager has authorised the gift-giving and, if the Candidate is under 18 years of age, the candidates' parents are made aware of any gift given.

### 8. Photographs of Candidates

Candidates can only be photographed if:

- prior approval has been granted by the relevant nipper or the parents/guardian
- the context is directly related to participation in Candidates
- the nipper is appropriately dressed and posed
- the image is taken in the presence of others

Except in the case of their parents/carers distributing photos of themselves or their own children to each other or to others. Images are not to be distributed to anyone other than the child photographed or their parent/carer, without knowledge and approval of your club Director of Education, District Education Supervisor or the Branch Education Manager.

Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others and should be deleted as soon as they are no longer required

For children and young persons, images are not to be exhibited on SLS Entities' websites without parental/carer knowledge and approval, or such images must be presented in a manner that de-identifies the nipper. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental.

### 9. Physical contact with Candidates

Any physical contact with Candidates must be appropriate to the education program, such as when fitting goggles, and appropriately correcting technique. It is based on the needs of the Candidate (such as to assist or comfort a distressed young person).

Under no circumstances should TAF's have contact with Candidates that:

- involves touching:
  - of genitals
  - of buttocks
  - of the breast area

unless that is part of delivering medical or allied health services to which:

- the relevant TAF is qualified to deliver
- for children and young persons the relevant medical intervention has the express prior consent of the relevant nipper and the parents/guardians of the nipper



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- would appear to a reasonable observer to have a sexual connotation
- is intended to cause pain or distress to the Candidate—for example corporal punishment
- is overly physical—as is, for example, wrestling, horseplay, tickling or other roughhousing
- is unnecessary—as is, for example, assisting with toileting when a child does not require assistance
- is initiated against the wishes of the Candidate, except if such contact may be necessary to prevent injury to the Candidate or to others, in which case:
  - physical restraint should be a last resort
  - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Candidate to prevent harm to themselves or others
  - the incident must be reported to your club Director of Education, District Education Supervisor or the Branch Education Manager as soon as possible
- TAFs are required to report to your club Director of Education, District Education Supervisor or the Branch Education Manager any physical contact initiated by a Candidate towards a child or young person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the all involved.

### 10. Sexual misconduct and relationships

Under no circumstances is any form of sexual behaviour by TAF's to occur between, with, or in the presence of, Candidates participating in any SLS environment. Engaging in sexual behaviour while participating in SLS services, events, programs or activities is prohibited even if the person involved may be above the legal age of consent.

'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution
- 'non-contact behaviour', such as flirting between adults and young people, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Consensual intimate relationships (whether or not of a sexual nature) between a TAF and other adults should where possible be avoided as they can have harmful effects on the person involved and on other members and on the club's public image.

These relationships can also be perceived to be exploitative due to the differences in authority, power, maturity, status, influence and dependence between the age manger and the person.



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### 11. Overnight stays and sleeping arrangements for Candidates

Overnight stays are to occur only with the authorisation of appropriate your club Director of Education, District Education Supervisor or the Branch Education Manager and the parents/carers of any children or young persons involved.

Practices and behaviour by TAF's during an overnight stay must be consistent with the practices and behaviour expected during other education activities

Standards of conduct that must be observed by TAF's during an overnight stay, particularly for children and young persons, include but are not limited to:

- providing Candidates with privacy when bathing and dressing
- observing appropriate dress standards when Candidates are present—such as no exposure to adult nudity
- not allowing Candidates to be exposed to pornographic material, for example, through movies, television, the internet or magazines
- not leaving Candidates under the supervision or protection of unauthorised persons, such as hotel staff or friends
- not involving sleeping arrangements that may compromise the safety of Candidates, such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a Candidate
- the right of children or young persons to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay
- parents expecting that their child or young person can, if they wish, make contact.

### 12. Change room arrangements

Other than in the case of parents/carers of their own child, TAF's are required to supervise Candidates in change rooms while balancing that requirement with a Nipper's right to privacy. In addition, TAF's:

- should avoid one-on-one situations with Candidates in a change room area
- are not permitted to use the change room area to, for example, undress, while Candidates are present unless they are also competing in a SLS event or are participating in a SLS training environment
- need to ensure adequate supervision in public change rooms when they are used
- need to provide the level of supervision required for preventing Child Abuse by members of the public, adult service users, peer service users or general misbehaviour, while also respecting a child's privacy.

In addition, females should avoid entering male change rooms and males should avoid entering female change rooms in any circumstance (other than an emergency). If a female has to enter a male change room or a male has to enter a female change room, adequate supervision is required.

### End of document

Issued May 2018 by SLS Sydney Branch Education Manager