

# **SUPERVISION & DISCIPLINE OF MINORS POLICY**

## **Policy Statement**

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Program Staff of the South West Sydney Academy of Sport are required to provide a duty of care to all scholarship athletes, at all Academy endorsed activities.

Program Staff supporting residential camps have an extended duty of care for athlete safety and welfare. Program Staff retain the ultimate responsibility for supervision whilst in a camp environment and cannot transfer that responsibility to parents, other volunteers, or employees of external organisations.

Athletes are expected to conduct themselves in an appropriate manner at all times when representing the Academy.

## **Background**

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The vast majority of scholarship holders are minors. Therefore, staff are not only responsible for ensuring an appropriate duty of care, but for adhering to all relevant Federal and State legislation.

## **Guidelines**

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### **1. Child Protection**

Program Staff are required to follow the current legislation pertaining to Child Protection, as detailed in, but not limited to the Member Protection Policy, Child Protection and Privacy Policy, or any relevant Academy policy.

On notification of an incident, a report shall be made to the Academy Chief Executive Officer immediately. If a notification is received involving the Chief Executive Officer a report shall be made immediately, and directly to the Chairperson of the Board.

Appropriate procedures as legislated, shall be followed by the Chief Executive Officer, or the Chairperson.

Verbal notification of a suspected incident must be followed up in writing within 24 hours. The identity of the notifier will not be revealed to any person, without the notifier's consent.

### **2. Duty of Care**

Program Staff are responsible for ensuring that a duty of care is provided at all times. The duty of care is defined as ensuring all reasonable steps are taken to overcome foreseeable risks.

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This includes, but is not limited to, the following:

- Providing an appropriate number of staff to supervise and instruct.
- Checking the safety of all venues used by Academy squads.
- Controlling behaviour of Academy squad members.
- Ensuring athletes remain within areas controlled by Academy staff.
- Checking bona fides of visitors to sessions.
- Ensuring athletes injured during Academy sessions receive immediate treatment.
- Supervising athletes until collected by parents.
- Ensuring athletes with serious injuries, or illness, have a medical clearance before being allowed to resume training.
- Ensuring athletes with injuries, or illness who participate in sessions do so without risk of further injury or illness, or injury or illness to others.
- Ensuring all Public Health orders are adhered to.

### **3. Working with Children Checks**

Academy coaching staff and management are required to maintain valid NSW Working with Children Checks (WWCC).

Employed staff are required to have their NSW WWCC validated as an 'Employee' (E) status.

Volunteer coaching staff, squad managers and any person who may be required to provide supervision to an Academy squad in an overnight setting; including a parent, or guardian of an athlete within the program who are identified as supporting the program, are also required to maintain a valid WWCC, to a minimum of 'Volunteer' (V) status.

The Academy shall maintain a record of WWCC accreditation, including the person's full name, date of birth, WWCC number and expiry date; and shall regularly check the provided information against that held by statutory reporting bodies, via Service NSW, to ensure its validity.

Any person who is notified to not have a valid WWCC shall be immediately excluded from the program until such time that Academy staff are able to confirm proof of compliance.

### **4. Travel**

Parent/Guardian's will be required to transport their own athlete to activities conducted within the Academy region, unless otherwise notified.

Transportation will be provided by the Academy where appropriate, for camps conducted outside the region, and for camps organised around competition carnivals. This transportation will take one of the following forms:

- Private bus (charter coach)
- Self-drive bus

Academy squad members and Program Staff are expected to travel together to and from activities in means provided by the Academy. Program Staff are to ensure appropriate behaviour is undertaken by all, at all stages of the journey, including at any involved travel stops.

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When self-drive buses are used, the proposed driver of the vehicle must hold the appropriate class of license. A copy of this license shall be provided to the Academy.

Self-drive buses should only be used up to a maximum size of 22-seater, and for single direction journey distance of less than 300km. In all other instances a private bus company and professional driver will be contracted.

In exceptional circumstances an athlete may be allowed to travel with their Parent/Guardian. Where possible this should be arranged with the Squad Manager prior to the commencement of the activity. The Parent/Guardian is to supply a letter requesting permission to transport their athlete/s to and/or from an activity to the Sports Program Manager.

In the event of a private vehicle being used to transport Academy athletes to and/or from region activities, the vehicle registration documentation and driver's license shall be sighted by the Squad Manager. The owner of the vehicle uses the vehicle at their own risk and the Academy will not be held responsible for any damage to the vehicle, any sustained injury, or for any traffic infringement notice issued.

## **5. Supervision**

In the planning of any residential or camp activity, appropriate Program Staff supervision must be provided considering the gender, age status, and physical makeup of participating individuals, and the group.

Additional Volunteers may be involved to provide supervision during a camp. Employed staff must ensure the bona fides of each additional Volunteer, and their compliance with the Academy's position on WWCC and relevant Child Protection policies.

Members of the Program Staff who are under 18 years of age, are not to be counted as supervisors when camps are being planned.

## **6. Accommodation and Overnight Camp Activities**

In an overnight camp situation, supervisory and accommodation arrangements are to be such that no Program Staff member, Volunteer, or athlete is placed in a position where there is the potential for allegations of improper conduct to be made. This includes but is not limited to entering, or meeting with an athlete, in athlete, or coach individual accommodation.

All athletes are to be accommodated as a squad, during an overnight camp environment.

Parents/Guardians of athletes who are not involved as coaching staff, or a manager, are not permitted to be accommodated with the squad.

In exceptional circumstances, such as age and social wellbeing of an athlete, an athlete may be allowed to be accommodated with their Parent/Guardian.

The Parent/Guardian shall be made aware that they are responsible for the full cost of accommodation, and that the accommodation will not be booked by the Academy or allowed to be booked at the same location as the Academy squad.

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Where possible this should be arranged with the Sports program Manager in writing no later than 4-weeks prior to the camp, to allow alternative arrangements regarding meetings and schedules to be arranged.

The Parent/Guardian may still be responsible for the full amount of the camp fee, irrespective if their athlete is accommodated, or not.

Sleeping arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, sleeping, and supervisory arrangements must ensure that no squad member is placed in a situation where there is the likelihood of sexual contact.

Program Staff and Volunteers are asked to refrain from the consumption of alcohol and the use of tobacco, or alternative products such as vapes, within the vicinity of athletes, or whilst they are acting in a supervisory capacity.

The possession and/or use of illegal drugs, must be immediately reported to the Chief Executive Officer, and will be reported to the appropriate Authority.

## **7. Athletes with Disabilities**

When athletes with disabilities, or special needs, participate in a camp the Academy will give each athlete the opportunity to be accompanied by a career. To further assist with integration into the mainstream group, the Academy will endeavour to provide a CAD qualified coach as part of the coaching staff.

## **8. Clothing / Uniforms**

During some camps it may be necessary for athletes to wear clothing other than the Academy uniform. In this instance, athletes will be advised prior to the camp of the style of garment that may be worn, and of the times during the camp that these items shall be worn.

## **9. Notification to Schools / Employers**

Every effort will be made to organise camps at times that will not clash with the school, or work commitments of athletes. Where a clash is unavoidable, athletes will be given the maximum amount of notice possible regarding dates and times so that they can advise their school, or employer.

Athletes who require permission from their school, or employer to attend a camp, will be provided a letter from the Chief Executive Officer seeking permission to attend.

The squad status of an athlete who is not granted permission to attend a camp will not be jeopardised, providing prior notice is provided to the Academy. It is within the Academy's right to ask the athlete to provide written proof of reasons why attendance has been refused.

## **10. Injured Athletes**

In accordance with the Academy Attendance Policy, injured athletes may be expected to attend training sessions to benefit their continued sports education and skill development. This decision will be made by the Sports Program Manager / Head Coach.

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Failure to attend after being requested to attend, is deemed unacceptable and the athlete in question will be issued with a written 'please explain letter', and an official warning maybe given.

Where deemed appropriate, injured athletes will be required to provide a medical certificate before the re-commencement of training.

## **11. Code of Behaviour**

Representatives of the Academy are expected to conduct themselves in a manner that is consistent with the Academy's Code of Behaviour and Code of Conduct.

The 'Codes' sets out the acceptable standards of professional behaviour for staff, athletes, and any other person who represent the Academy. An important purpose of the Codes are to foster a spirit of co-operation, efficiency, and effectiveness of the Academy.

The 'Codes' also seek to promote the highest standard and commitment to fairness whilst carrying out responsibilities.

Breaches of these Codes by Program Staff are to be referred to, and will be delt with the Chief Executive Officer, or by the Executive Committee of the Board.

## **12. Communication**

A closed-group communication format namely "TeamApp" is provided to assist with coach, support staff and athlete communication, and is monitored by appropriate Academy employees.

The use of private chat, or messenger facilities within TeamApp, or any alternative 'group page' is strongly discouraged.

In accordance with the Academy Social Media Policy, athletes are strongly discouraged to accept any personal 'friend', 'follow', or other request, by an Academy coach, support staff member, volunteer, or employee, which is not from an official 'South West Sydney Academy of Sport' social media channel.

The Academy requests that coaches, support staff members, volunteers and employees refrain from having athletes and especially those Under 18, as personal Facebook/Instagram, or other social media, friends, or contacts.

In a camp environment where athletes are requested to hand in, or refrain from using their mobile devices and mobile phones, the Academy shall provide an alternate contact number to Parents/Guardians for use in case of an emergency; as well as ensuring that athletes have adequate methods of communication with their Parent/Guardian's, if and as required.

## **13. Disciplinary Measures**

The immediate discipline of squad members during Academy training sessions and/or camps will be the responsibility of the Program Staff. In instances where a squad member had been severely reprimanded on a regular basis, the Squad Manager must complete an Incident Report Form and advise the Sport Programs Manager.

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The Academy may impose disciplinary measures on an individual, or appropriate steps with regard to an organisation, for a breach of its Code of Conduct and Policies. Any disciplinary measure imposed will be:

- Fair and reasonable;
- Applied consistent with any contractual and employment rules and requirements;
- Based on the evidence and information presented and the seriousness of the breach; and
- Determined in accordance with Academy Constitution, Policies, the relevant Code of Conduct and/or rules of the sport.

Further detail on action that may be taken is detailed within the Member Protection Policy.

#### **14. Injury and Illness**

The Squad Manager shall complete an Injury Report Form should any member of the Academy party sustain an injury, or illness that requires follow-up medical treatment. This form shall be submitted to the Chief Executive Officer within 24 hours, together with statements from witnesses and a sketch of the immediate area where the incident occurred,.

Injury reports submitted to the Academy will be retained until the athlete reaches 25 years of age, and subsequently destroyed.

At least one member of the Program Staff must hold the equivalent of a Senior First Aid (Work Cover) accreditation. A first aid kit will be supplied to each sport program and travel to all sessions with the group.

Any session involving water-based activities, or an overnight stay is to be supervised by a member of staff who possesses current training in cardio-pulmonary resuscitation and emergency care. It is recommended that a member of the Program Staff have a Royal Life Saving Society Bronze Medallion Award (or equivalent), for any water-based activity.

#### **15. Report**

The Squad Manager is required to provide the Sports Program Manager with a written report within 7- days of the activity, if the activity involves an athlete competition opportunity, or residential camp.

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