

# **Ashgrove Rangers Athletic Club Inc.**



## **Child and Youth Risk Management Strategy**

## Revision History

<b>Version</b>	<b>Date</b>	<b>Prepared By</b>	<b>Endorsed by</b>
01 &0.2	Jan 2016	Paul Circosta	Early drafts not for review
V0.3	Feb 2016	Paul Circosta	Draft for review
V0.4	Aug 2016	Paul Circosta	Updates with feedback from committee members and to comments on taking images of children.
V0.5	Sep 2016	Paul Circosta	Updated with information on taking images of children and other feedback.
V1.0	Nov 2016	Paul Circosta	Copy to be placed on club website as a PDF

## Table of Contents

Statement of Commitment .....	3
Procedures for handling suspicions of harm and disclosure .....	5
Suspicion of Harm .....	5
Taking images of children .....	5
What to do when a disclosure is made.....	5
Step 1 – Receiving a disclosure .....	5
Step 2 – Reporting a disclosure.....	6
Organisations who can undertake investigations.....	6
Organisations who can undertake Investigations about a suspicion of harm.....	7
The Queensland Police Service .....	7
Department of Communities, Child Safety and Disability Services .....	7
Recruiting, selecting, training and managing employees (including volunteers).....	7
Procedures for compliance with the blue card system .....	8
Approaches for Communication and Support to interested parties .....	8
APPENDIX A: Incident Report Form .....	10
APPENDIX B: Coaching Code of Conduct .....	12
Appendix C: Child Protection Risk Management Plan .....	14
Appendix D: Ashgrove Rangers Risk Management Plan Template.....	16
Appendix E: Ashgrove Rangers Athletic Club Child Protection Risk Management Strategy Checklist .	18
Appendix F: Taking Images of Children.....	20

## Statement of Commitment

At Ashgrove Rangers we are committed to providing a child and youth safe environment within which our young participants can enjoy the sport of Athletics.

### Our Policy

We acknowledge that our members and volunteers provide a valuable contribution to the positive experiences of our young participants. We aim to ensure this continues and to protect the safety and welfare of our young participants. Several measures will be used to achieve this;

- Prohibiting any form of abuse against children;
- Carefully selecting and screening people whose role requires them to have regular contact with children.
- Ensuring that our code of conduct is promoted, enforced and reviewed.
- Providing procedures for raising concerns or complaints; and
- Providing education and or information to those involved in our sport on child abuse and child protection.

We require that any child who is abused or anyone that reasonably suspects that a child has been or is being abused by someone within our sport, to report it immediately to the police or relevant government agency and Ashgrove Rangers nominated contact.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimized for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.

If anyone bound by this policy reasonably suspects that a child is being abused by his or her parent/s, they are advised to contact the relevant government department.

### Policy Objective and Rationale

The purpose of these procedures is to provide guidelines to effectively manage a child safe environment for young participants in our organisation.

### Responsibilities

It is the responsibility of the person or persons carrying out the task to ensure that the correct procedures are employed. The overall responsibility rests with the club management committee.

### Impacted Parties

This policy applied to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals on committees and sub committees;
- Employees and volunteers;
- Support personnel (e.g. managers, physiotherapists, psychologists, masseurs);
- Coaches and assistant coaches;
- Athletes and players;
- Officials;
- Members, including life members;
- Affiliated Clubs and associated organisations;
- Parents, Guardians, spectators and sponsors to the full extent that is possible.

This policy document will remain active with annual reviews undertaken to ensure its relevance.

\_\_\_\_\_ **President (Ashgrove Rangers Athletic Club Inc.)**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Review Date**

## Procedures for handling suspicions of harm and disclosure

### Suspicion of Harm

You have reasonable grounds to suspect harm if:

- A child or young person tells you they have been harmed.
- Someone else, for example another child, parent, or staff member tells you that harm has occurred or is likely to occur.
- A child or young person tell you they know someone who has been harmed (it is possible that they are referring to themselves).
- You are concerned at significant changes in the behaviour of a child or young person, or the presence of new unexplained and suspicious injuries, or
- You see the harm happening.

Disclosures may sound like:

- “I think I saw...”
- “Someone told me that...”
- “Just think you should know”
- “I’m not sure what I want you to do, but...”

Any disclosure of harm is important and must be acted upon, regardless of whether:

- The harm to the child or young person has been caused by a person within or outside your organisation, or
- The child or young person disclosing the harm to you is from within or outside your organisation.

Irrespective of the source of harm, i.e. whether from within your organisation (internal) or outside your organisation (external), a disclosure may be made to a member of Ashgrove Rangers Club.

### Taking images of children

Taking images of children is a standard activity in athletics coaching. Photographs and movies are useful for promotion of the athletes and club and in helping diagnose technique issues with athletes. Ashgrove Rangers Club acknowledges the appropriate use of images as part of the sport.

Appendix F provides guidelines for coaches and others in the use of images for children. If concerns are raised about the inappropriate use of images they should be treated under the procedures for handling suspicions of harm noted above.

## What to do when a disclosure is made

### Step 1 – Receiving a disclosure

There is not one set of rules to follow when a child or young person tells you that harm has occurred to them, or another person discloses an incident of harm to a child or young person. However the following actions may be of assistance:

- **Don’t Panic** – you may be the first person to whom the disclosure is made. Your reaction may determine whether the person making the disclosure trusts you with the information.

- **Find a private place to talk** – privacy may help the person making the disclosure feel more comfortable and less concerned about telling you what they have to say.
- **Listen** – when presented with a disclosure of harm, don't say "I won't tell", and don't promise to keep secrets. You should reassure the person they have done the right thing in telling and explain that you need to tell someone else who can help them and finally reassure them you will only tell someone who will make them safe.
- **Believe the person** – it is not up to you to judge whether a child, young person or anyone else is telling the truth – always act on the basis that what you have been told is the truth.
- **Don't ask leading questions** – these are questions that tend to suggest an answer.

The person receiving the complaint should obtain and clarify basic details (if possible) such as:

- Child's name, age and address;
- Dates
- Times
- Location
- Who was present.

Include a detailed description of:

- Exactly what was said, using "I said," "they said," statements
- The questions you asked
- Any comments you made, and
- Your actions following the disclosure.

If you are taking notes as the disclosure is occurring, explain why you are doing this and why it is important, i.e. to ensure an accurate record for any subsequent investigation. If the disclosure is being made by a child or young person, remember to explain this to them in a way that is appropriate for their age and understanding. (Refer to Appendix A Incident Report Form).

Any reports or documents of harm must be kept confidential and secure.

## **Step 2 – Reporting a disclosure**

Suspicious of harm which may involve a serious offence against a child or young person must be always taken seriously.

Ashgrove Rangers first responsibility is to report it either to the Queensland Police Service or the Department of Child Safety. This should be done by the person whom the disclosure was made, as they will have the best knowledge of what was said.

## **Organisations who can undertake investigations**

Investigations undertaken by individuals are not permitted. Under no circumstances should any member of Ashgrove Rangers Athletic Club undertake the following:

- Conduct their own investigation to substantiate claims
- Hold its own internal hearing (a "kangaroo court"), or
- Attempt to mediate a settlement of the matter instead of notifying relevant authorities.

Investigations conducted by clubs or members could lead to:

- The compromising of future legal proceedings
- The destruction of evidence by an accused person
- Intimidation of the person disclosing the information, or
- Intimidation of the child or young person being harmed (if the disclosure was made by somebody else).

## **Organisations who can undertake Investigations about a suspicion of harm**

### **The Queensland Police Service**

The Queensland Police Service will investigate disclosures of suspected or substantiated harm to child or young people. This will often be done by officers of the Juvenile Aid Bureau or Child Abuse Unit.

If a disclosure is made to you, contact your closest Juvenile Aid Bureau or local police station and tell them you suspect, or have been told of, someone who has been harmed.

When contacting the police, they will want to know information such as:

- The details of any disclosure of harm,
- The name, age, and the address of the child or young person harmed,
- Where the child or young person is at that point in time,
- Any identifying information regarding the alleged perpetrator of the harm, and
- Your details.

### **Department of Communities, Child Safety and Disability Services**

Where the disclosure indicates that harm may have been caused by a family member, or where parents are not acting to protect their child from harm, the incident must be reported to the department through your local service centre.

Disclosures of harm relate to shared family care or residential services for children and young people must also be reporting to the Department of Child Safety.

However, where the disclosure of harm indicates a criminal offence may have taken place, such as sexual assault of a child or young person, the matter should be reported to the Queensland Police Service.

### **Not sure who to contact?**

If you are unsure whether the harm disclosed has been caused by a family member or someone outside the family, contact the Queensland Police Service. If it is a matter for the Department of Child Safety, the Queensland Police Service will refer the matter to them.

## **Recruiting, selecting, training and managing employees (including volunteers)**

Ashgrove Rangers engages a number of Track and Field coaches mainly in volunteer capacities and potentially people who undertake paid private coaching.

Paid employee is defined as a person providing a service or conducting an activity in the following manner:



- eight consecutive days, or
- once a week, each week, over four weeks, or
- once a fortnight, each fortnight, over eight weeks, or
- once a month, each month over six months

Ashgrove Rangers needs to insure that people offering their services when coaching young persons:

- Have a suitable degree of experience in the activity they are undertaking.
- Have a relevant coaching certification such as ATFCA Coaching accreditation or Australian Sports Commission accreditation.
- Have a blue card or an exemption or are applying for a blue card. Details to be recorded in the Ashgrove Rangers blue card register
- Are made aware of Ashgrove Rangers requirements and Code of Conduct.

Parents and carers should be also be made aware that Ashgrove Rangers undertakes these steps and its Code of Conduct.

### **Procedures for compliance with the blue card system**

The procedures to be adopted by Ashgrove Rangers to comply with blue card requirements:

- A written register of people who hold a blue card or an exemption from holding a blue card will be maintained and updated
- The register will contain relevant details of all business operators, paid employees and volunteers involved in child-related activities within the organisation.
- Blue cards or exemption are required by volunteer coaches, coaching assistants, people providing paid coaching/training services to junior members of Ashgrove Rangers, and volunteer members of the Club Committee.
- Details of the application forms are located at: <http://www.bluecard.qld.gov.au/applications/need-to-apply-for-card.html#bcf>
- Exemption cards are normally only available to teachers and police officers for child related activities outside their professional duties.
- The club will identify a designated contact person who will be responsible for managing blue cards and exemption cards within the organisation.
- People joining Ashgrove Rangers in a coaching role with junior athletes will be informed that are required to obtain a blue card provide details of their current blue card or exemption.

### **Approaches for Communication and Support to interested parties**

Ashgrove Rangers will undertake the following activities to promote its child safety approach.

- Provide information about our child safety and blue card policies on the club website
- Publish details of statement of our commitment and code of conduct on the club website
- Provide a copy of risk management strategy when requested
- Provide hard copies of these documents if requested.



## APPENDIX A: Incident Report Form

### Incident Report Form



**Names of people involved in the incident:** \_\_\_\_\_

\_\_\_\_\_

**Date of Writing Report:** \_\_\_\_\_ **Time of Writing Report:** \_\_\_\_\_

Name(s) of the person or people involved in the incident: (OPTIONAL)

\_\_\_\_\_

Description of the incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date the incident occurred: \_\_\_\_\_

Location where incident occurred:

\_\_\_\_\_

Nature of the incident:

\_\_\_\_\_

\_\_\_\_\_

Summary of the events prior to incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Immediate action taken:

If no action taken – reason:

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Name of person completing form: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person to whom the report was submitted:

*NB When completed this document should be kept confidential and secure*

## APPENDIX B: Coaching Code of Conduct



### ACCREDITED ATHLETICS COACH Coaching Code of Conduct

The Code of Conduct for the Accredited Athletics Coach is adopted from the International Association of Athletics Federations (IAAF), the Australian Sports Commission (ASC) and the Australian Track and Field Coaches Associations (ATFCA). The basic principle is that ethical considerations leading to fair play are integral and mandatory elements of coaching Athletics. These ethical considerations apply to all levels of ability and commitment, including recreational and competitive involvement in Athletics.

A Coach is required to be a positive role model for athletes so they learn fair play and sportsperson-like behaviours. The role of the coach is therefore an ambassador, educator and guardian of the ethical values of fair play within the sport of Athletics.

The coach's primary role is to facilitate the process of individual development through achievement of Athletic potential. This role accepts the athletes' long term interests as of greater importance than short term athletic considerations. To fulfil this role the coach must behave in an ethical manner, specifically in relation to the following points:

1. Coaches must respect the basic human rights, that is the equal rights of each athlete, with no discrimination on the grounds of gender, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, birth or other status.
2. Coaches must respect the dignity and recognise the contribution of each individual. Coaches must not act in any way that is defamatory, insulting or abusive to others. This includes respecting the rights of an individual for freedom from verbal, physical or sexual harassment and advances.
3. Coaches must avoid any form of sexual relationship with athletes that could develop as a result of their coach-athlete relationship.
4. Coaches must ensure that practical environments are safe and appropriate. This appropriateness must take into consideration the age, maturity and skill level of the athlete. This is particularly important in the case of younger or less experienced athletes.
5. Coaches will always consider the physical and emotional well-being of an athlete and place these needs ahead of any other concerns, such as competition or training. Coaches will discourage athletes from competing or training if there is likelihood that such competition or training could be detrimental to the athlete's physical or emotional well-being.
6. Coaches will, wherever practical, avoid unaccompanied and unobserved one-on-one activity, when in a supervisory capacity or where a power imbalance will exist, with people under the age of 18 years.
7. Coaches must acknowledge and respect the Rules of Competition. This respect should extend to the spirit, as well as to the letter of the rules, in both training and competition, to ensure fairness of competitive opportunity between all athletes.
8. Coaches must exhibit an active respect for officials, by accepting the role of the officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.

9. Coaches have a responsibility to influence the performance and conduct of the athletes they coach, while at the same time encouraging the independence and self-determination of each athlete by their acceptance of responsibility for their own decisions, conduct and performance.

10. Coaches must assert a positive and active leadership role to prevent any use of prohibited drugs or other disallowed performance enhancing substances or practices. This includes education of the athletes of the harmful effects of prohibited substances and practices.

11. The coach must acknowledge that all coaches have an equal right to desire the success of the athletes they coach - competing within the rules. Observations, recommendations and criticism should be directed to the appropriate person outside the view or hearing of the public domain.

12. The coach must acknowledge and recognise that all athletes have a right to pursue their athletic potential. A coach will recognise that a previous coach-athlete relationship may exist and that prior to taking on an athlete, all reasonable efforts have been made to ensure any previous relationship has ended in a 'professional manner'.

Coaches will always recognise the athletes right to consult with other coaches and advisers.

13. Coaches will hold the National Coaching Accreditation Scheme (NCAS) Accredited Athletics Coach (AAC) qualification. Coaches will respect that coaching accreditation is an ongoing commitment, achieved through the upgrading of their knowledge by further participation in accredited programs, or workshops, as well as through practical coaching experience. Coaches also have a responsibility to share the knowledge and practical experience they gain.

14. Coaches must at all times be honest and never allow their qualifications or experience to be misrepresented.

15. Coaches must respect the image of the coach and continuously maintain the highest standards of personal conduct, reflected in both the manner of appearance and behaviour. Coaches must never smoke while coaching or in the presence of athletes, nor consume alcoholic beverages so soon before coaching that it affects their competence or that the smell of alcohol is on their breath.

16. Coaches should cooperate with all individuals and agencies that could play a role in the development of the athletes they coach, including working with other coaches and where appropriate, sports science and sports medicine professionals.

17. Coaches must not act in any way that brings the sport of athletics, Athletics Australia in its role as the National Federation, the IAAF or any other member organisation into disrepute.

The Accredited Athletics Coach is subject to the Member Protection Policies, Rules and By-Laws of Athletics Australia, those of the Member Association in the state where they reside and the Constitution and Rules of the International Association of Athletics Federation as amended from time to time.

### **Disciplinary Measures**

A Coach who is found to be in breach of the Code of Conduct may be subject to disciplinary measures

As per the Athletics Australia By-laws Part B and Member Protection Policy, refer:

<http://www.athletics.com.au/inside/428>

Disciplinary measures and sanctions that may be imposed range from the coach making an apology, to

the termination of a coaches accreditation or other sanction deemed appropriate. Details regarding the

disciplinary measures are contained in the Member Protection Policy.

*Reference:*

- *IAAF Code of Ethics for Coaches, 1996 & 2005*
- *ATFCA Code of Ethics for Coaches, 2009*
- *ASC, The Essence of Australian Sport – Code of Behaviour: Coaches, 2010*
- *Athletics Australia By-laws Part B and Member Protection*

## Appendix C: Child Protection Risk Management Plan

The purpose of the Risk Management Plan is to provide a means of identifying potential risks to children and determining both the severity of those risks and how Ashgrove Rangers Athletic Club can address those risks.

### Calculating the level of risk

1. Evaluate the likelihood of a risk, occurring, according to the ratings listed in Table 1
2. Evaluate the consequences if the incident occurred, according to the ratings in Table 2
3. Calculate the level of risk by finding the intersection between the likelihood and the consequences as per Table 3

**Table 1: Measurers of Likelihood**

Descriptor	Definition	Timeframe
Almost certain	Is expected to occur in most circumstances	1 / month
Likely	Will probably occur at some time	1 / 3 months
Possible	Should occur at some time	1 / year
Unlikely	Could occur at some time	1 / 5 years
Rare	May occur in exceptional circumstances	1 / >5 years

**Table 2: Measurers of Consequence or Impact**

Descriptor	Definition
Extreme	High financial loss; death; adverse public reaction / media attention; legal action.
Major	Major financial loss; extensive injuries; loss of assets; revenue not collected
Moderate	High financial loss; medical treatment required; revenue collection delayed; no / insufficient systems / controls in place to mitigate risk; insufficient staff skills / knowledge.
Minor	Medium financial loss; first aid treatment; some compensating controls in place; policies/procedures not complied with
Insignificant	Low financial loss; no injuries

**Table 3: Risk Rating**

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	Medium	High	High	High
Likely (4)	Low	Medium	High	High	High
Possible (3)	Low	Low	Medium	High	High
Unlikely (2)	Low	Low	Low	Medium	Medium
Rare (1)	Low	Low	Low	Low	Medium

(Adapted from Australian/New Zealand Standard for Risk Management AS/NZS 4360:2004)

**Table 4: Rating and Risk Action**

Rating	Guidelines	Action to Manage Risk
High	Immediate action required and detailed research and management planning required at committee/board level	Reject, Manage, Reduce, Transfer
Medium	Membership attention needed and management responsibility specified	Manage, Reduce, Transfer, Accept
Low	Manage by routine procedures, unlikely to need specific application of resources	Manage, Accept

## Appendix D: Ashgrove Rangers Risk Management Plan Template

The following template can be used to identify and manage risks. The likelihood, consequences and risk rating can be determined using the tables on the previous page.

Activity	Risk	Causes	Current Controls	Likelihood	Consequences	Level of risk	Additional controls for future implementation
	<i>Something happens... that leads to or results in...</i>	<i>What are some of the causes of the risk?</i>	<i>What are you currently doing to manage the risk?</i>	<i>Table 1: Measures of likelihood</i>	<i>Table 2: Measures of consequence or impact</i>	<i>Table 3: Risk Rating</i>	<i>What else can be done to manage the risk?</i>
<b>Compliance</b>	Not complying with relevant Child Protection legislation requirements	Sporting organisations are required to develop risk management approaches for their organisations	· A child and youth risk management strategy has been developed by Ashgrove Rangers A.C.	Unlikely	Moderate	Low	A specific risk management analysis and plan to be developed and monitored
<b>Coaching of junior athletes</b>	Training equipment is suitable for the athletes age & capabilities	Equipment needs to be suitable to the age and capability of athletes and in serviceable condition	???	Possible	Moderate	Low	Equipment is regularly checked for condition and wear
<b>Coaching of junior athletes</b>	Coaches are qualified and accredited for the events that they coach	Track & Field comprises a number of disciplines each with their own demands and safety issues that need to be understood by coaches	· Coaches are encouraged to obtain coaching accreditation · Ashgrove has created a Long term development approach for athletes	Possible	Moderate	Low	Coaches confirm their accreditation
<b>Coaching of junior athletes</b>	Junior athletes at risk of being “at harm” by a coach	Socially unacceptable behaviour	???	Likely	Medium	Low	
<b>Communication with junior athletes</b>	All communication to U18 athletes [email, text					Medium	There should be no communication through social networking sites other



<b>Activity</b>	<b>Risk</b>	<b>Causes</b>	<b>Current Controls</b>	<b>Likelihood</b>	<b>Consequences</b>	<b>Level of risk</b>	<b>Additional controls for future implementation</b>
	<i>Something happens... that leads to or results in...</i>	<i>What are some of the causes of the risk?</i>	<i>What are you currently doing to manage the risk?</i>	<i>Table 1: Measures of likelihood</i>	<i>Table 2: Measures of consequence or impact</i>	<i>Table 3: Risk Rating</i>	<i>What else can be done to manage the risk?</i>
	message] should be sent simultaneously to the athlete and the parent/guardian.						than those officially sanctioned pages linked to Ashgrove Rangers

## Appendix E: Ashgrove Rangers Athletic Club Child Protection Risk Management Strategy Checklist

Elements of a Risk Management Strategy for child protection	Does this already exist?			
	<i>If yes, no further action required (list the location of this information, or any required amendments)</i>		<i>If No, what is the Action plan to complete requirements</i>	
	<b>Yes</b>	<b>Location</b>	<b>No</b>	<b>Action</b>
A statement about the commitment to the safety and wellbeing of children and the protection of children from harm	Yes	Contained within the Ashgrove Rangers Child and Youth Risk Management Strategy		
A code of conduct for interacting with children and young people	Yes	Within the Child and Youth Risk Management Strategy		
Procedures for recruiting, selecting, training and management persons engaged or proposed to be engaged by the operator, as the procedures relate to the safety and wellbeing of children and the protection of children from harm.	Yes	Within the Child and Youth Risk Management Strategy		
Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines	Yes	Within the Child and Youth Risk Management Strategy		
A plan for managing breaches of the risk management strategy	Yes	Within the Child and Youth Risk Management Strategy		
Policies and procedures for compliance with blue card legislation	Yes	Within the Child and Youth Risk Management Strategy		
Risk Management plans for high risk activities and special events			No	Club to undertake a risk management assessment
Strategies for communication and support including; written information for parents and persons engaged by the operator that includes details of the operators risk management strategy or where the strategy can be assessed; and training materials for persons engaged by the operator to: <ul style="list-style-type: none"> <li>• help identify risks of harm and how to handle disclosures</li> <li>• outline the operations risk management strategy</li> </ul>	Yes	Within the Child and Youth Risk Management Strategy		



## Appendix F: Taking Images of Children

The following information has been prepared by Play the Rules. Further information can be obtained from their website: [www.playbytherules.net.au](http://www.playbytherules.net.au)

### Taking images of children

Most people taking photos of children at sporting events are doing so for acceptable reasons and are using appropriate methods, for example, a parent videoing their child at a sports presentation or photographing their child on the field during play or a professional photographer taking photos for a club.

The small size of many cameras and the advent of mobile phone cameras make it easier to take photos and harder to monitor. Digital photo publication can now be printed at home and photos can be taken, altered, and transmitted quickly to a vast audience by posting on the internet or 'on sending' the photo to mobile phone users.

This greater ease of taking and modifying images has raised concerns about the potential risks of child abuse posed directly and indirectly to children and young people through the inappropriate use of photographs featured on sports web sites and in publications.

The following information and suggested strategies have been provided for sporting clubs and associations to consider when acquiring and displaying images of children and young people on web sites and in other publications. It is not intended to restrict people taking photos for legitimate reasons.

Please note that this information is not intended to be, nor should it be relied upon as a substitute for legal or other professional advice. Organisations and individuals should seek legal advice in relation to these issues in your state or territory.

#### The Law

In Australia, generally speaking, there is no law restricting photography of people (Including children) in public spaces as long as the images are not:

- indecent (such as 'up skirt' or 'downblouse' photographs taken covertly in change rooms or toilets)
- being used for voyeurism or made for the purpose of observing and visually recording a person's genital or anal region
- protected by a court order (eg. child custody or witness protection)
  
- defamatory
- being for commercial purposes (person's likeness is used to endorse or entice people to buy a product).

Photos of a child (including your own child) also contravene Criminal Codes and censorship laws if the child is photographed in a provocative or sexual manner. Where a sporting event is held on a club's private property, privately owned land, a school or council owned facilities, the owner of private property or venue is able to restrict, ban or require permission of photography anywhere in their venue (e.g. some council owned facilities will not allow mobile phones or cameras in change rooms or toilets).

Where a sporting event is held on private property not owned by the organisers, it is good practice to determine a mutually agreed photographing policy.

If a person is taking photographs inappropriately (e.g. breaching the restrictions or ban in place for that private property or venue), then venue management can request the person to stop. If the person refuses, the police or security may be called to escort them off the property.

#### Strategies - acquiring Images

- Clearly outline and publicise what is considered appropriate behaviour in obtaining images and what is considered appropriate image content.

- Do not allow photographers (professional photographers, spectators, fans, coaches or members of the media) unsupervised access to children.
- Ensure the coach informs any athlete and parent(s) if the coach wants to video the athlete as a tool to analyse and improve performance.
- Obtain the consent of parent /guardian and their agreement to be present before approving photo/video sessions outside the event venue or at the home of a child. Where possible, have the photo taken at the event venue.
- Provide details of who to contact within the club or organisation if concerns or complaints of inappropriate behaviour in taking images or content are raised. Ensure that the contact person understands the application of relevant legislation and policies.
- Provide members of the media and professional photographers with an identification pass to be worn for the duration of major/large events.

### **Strategies - displaying images**

- Consider using models or illustrations for promotional / advertising purposes.
- Obtain permission from the child's parent/guardian prior to taking the images of a child or young person. Ensure that all concerned are aware of the way in which the image is to be used and how long the image will be displayed.
- If an image is used avoid naming the child. If this is not possible avoid using both a first name and surname.
- Avoid displaying personal information such as residential address, email address or telephone numbers if images are being posted on websites or distributed in publications.
- Do not display information about hobbies, likes/dislikes, school, etc. as this information has the potential to be used as grooming tools by paedophiles or other persons.
- Only use appropriate images of the child, relevant to the sport or activity, and ensure that the athlete/child is suitably clothed. Images of athletes participating in sports or activities that involve minimal clothing (e.g. swimming and gymnastics) or unusual body positions/poses could potentially be misused.
- Reduce the ability for direct copying of pictures from a website to another source (i.e. disable the 'right mouse click' function).
- Clearly outline in a written contract to photographers who are contracted or paid to take photos, who will retain the images taken, include arrangements made for negatives, digital file and proofs and outline any restrictions for use and sale.
- Provide details of who to contact and what to do if concerns or complaints of inappropriate image use are raised.

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