

Safe Sport Framework User Guide

The Safe Sport Framework sets out the responsibilities that all Clubs and Persons in Positions of Authority have to our Members and Participants in our sport when it comes to protecting our members and Children and Young People. The Framework represents best practice processes and procedures, as well as tools and guidance for all Persons in Positions of Authority in Swimming.

The following table sets out the key responsibilities we have under the Safe Sport Framework and where to find further detail in the Framework document itself.

KEY:

SSF – Safe Sport Framework

PPA – Persons in Positions of Authority

CYP – Children and Young People

	Responsibility	Resource	When
1	Fulfil our Safe Sport Commitment to: a) provide a safe environment for all, including CYP; b) take an inclusive approach to our activities; and c) educate and inform those in our Sport about our Safe Sport responsibilities.	Section 1.4 SSF	Ongoing
2	Fulfil our Child Protection Commitment Statement obligations that include: a) protecting and nurturing CYP; b) respecting and listening to CYP and addressing concerns raised; c) understanding the rights of CYP; d) asking for consent to disclose information about CYP where necessary; e) supporting parents and carers of CYP, communicating honestly and effectively; f) using best practice standards in recruitment and screening of prospective employees and volunteers; g) striving to ensure that PPAs do not Harm CYP; and h) Providing training and support for CYP to fulfil their roles and understand their obligations.	Part 2 SSF - Child Protection Commitment Statement	Ongoing

	Responsibility	Resource	When
3	Ensure that the recruitment and screening requirements of the SSF are followed regarding background and WWC checks, interviews, advertising, reference and proof of identity and qualifications checking and record keeping .	Section 2.6 SSF and Recruitment & Screening Checklist	When engaging new employees & volunteers
4	Follow the General Code of Conduct regarding respect, ethics, professionalism, complying with Swimming Australia rules, policies and procedures, reporting breaches of the Safe Sport Framework, being a positive role model and others listed in section 3.5(a) to (p) of the SSF.	Section 3.5 SSF	At all times
5	Follow the Code of Conduct for dealing with Children and Young People outlining the behavioural standards required with conduct involving supervision, overnight stays, electronic communications, language, adhering to role boundaries, positive guidance, transporting children, change rooms, photographs, physical contact, sexual misconduct, giving gifts, wearing uniforms and use of alcohol or drugs.	Section 3.6 SSF and Summary of Code of Conduct for dealing with CYP	At all times
6	<p>Address Complaints brought to our attention regarding the health, welfare and safety of all those in swimming and:</p> <p>a) Deal with them in a timely, fair and transparent way;</p> <p>b) Escalate as appropriate to Senior Persons;</p> <p>c) Consider the wishes of the Complainant(s) and communicate as appropriate with the Complainant(s), explaining next steps and options to all involved;</p> <p>d) Maintain appropriate confidentiality regarding complaints;</p> <p>e) Report any serious issues involving CYP (Case 1 Complaints) to Swimming Australia and relevant authorities in line with relevant legislation;</p> <p>f) Ensure that natural justice is followed in complaint handling; and</p> <p>g) Maintain appropriate records of complaints safely.</p> <p>(Our "Complaints Commitment").</p>	<p>Part 4 SSF - Section 4.3</p> <p>Step 2, pages 48 & 51</p> <p>Sections 4.6, 4.11 and 4.13 (Case 1)</p> <p>Sections 4.10, 4.12 & 4.14 (Cases 2 & 3)</p> <p>Section 4.5</p>	As they arise