

CALISTHENICS ASSOCIATION OF WESTERN AUSTRALIA CHILD SAFE ENVIRONMENT GUIDELINES



OUR COMMITMENT

CAWA is committed to
providing a 'safe'
environment for all.

CAWA'S POLICIES

CAWA and its members, volunteers and employees are governed by the following ACF/CAWA policies which promote child and member safe practices. These policies are available on the CAWA's website for reference.

1. ACF Member Protection Policy (includes Codes of Conducts for all levels within the sport),
2. ACF Inclusion Policy
3. ACF Communication Policy
4. CAWA Communication Policy
5. ACF Complaint Management Policy
6. ACF Privacy Policy
7. ACF Anti-Doping Policy
8. ACF Heat Policy
9. ACF Infection Control Policy
10. ACF Volunteer Policy
11. CAWA Constitution and By Laws
12. CAWA Photography Policy



CAWA'S PRACTICES

The following practices have been put in place to foster a workable child safe environment.

A. Working With Children Check (WWCC)

1. CAWA is committed to maintain a current WWCC Register listing all employees and volunteers who hold a WWC Card.
2. CAWA require the following to hold a WWC Card:-a) Eligible employees that carry out child related work,b) Volunteers who carry out child related work and do not have an exemption.
3. The Secretary and Administration Officer will follow up applications, renewals and any negative notices received from the Working With Children Screening Unit.

B. CAWA Events Volunteer Sign in and Sign out Register

1. The purpose of this register is:_
 - a) To account for the individuals who volunteer at any given CAWA event.
 - b) To ensure that CAWA are meeting the requirements of the WWCC legislation.
 - c) To further enhance CAWA's Theatre as a child, participant and volunteer safe zone.
2. It is a requirement that all volunteers complete the CAWA Events Volunteer Register at every attendance at the Theatre.
3. The Register will be used to follow up any individuals requiring a WWC Card and updating CAWA's WWCC Register.

C. Safeguarding

1. CAWA encourages our members, volunteers, employees and visitors to be aware of their surroundings, personal safety and interactions with others.
2. Everyone has a responsibility to avoid placing themselves in a high risk situation.
3. Child safe resources are available on the CAWA Website for viewing and use.
4. Volunteers can expect to receive on the job training. Duty Statements are kept by the Competitions Chair and Theatre Chair



D. Affiliation Form and Use of Information

1. CAWA require all members to complete a signed Affiliation Form each year with their current details.
2. The information is required for insurance purposes and will not be used for any other purpose than stated on the form.
3. Members can retract their authorisation for their information to be used as stated on the form by submitting a retraction in writing to the CAWA Administration.

E. Photographs in the Swan Park Theatre Complex

1. CAWA has created a Photography Policy for our members to refer to. Included in the Policy are the areas where photos cannot be taken under any circumstance.
2. 'No Photography' signs are displayed in the in the no photo areas as a reminder.
3. CAWA have created 'photo walls' in appropriate areas inside and outside the complex where photos can be taken by members.

F. Social Media

1. Only authorized individuals are permitted to publish approved articles and or images on any CAWA's social media platforms.
2. CAWA members, volunteers and employees will refrain from posting on any social media platforms that do not promote Calisthenics or other CAWA members in an appropriate manner.

G. Incident Reports

1. An Incident Report should completed if a CAWA member, volunteer, employee or visitor to our Theatre witness or experience:-
 - a) Physical injury
 - b) Inappropriate behavior
 - c) Unsafe practices
 - d) Theatre maintenance issues
 - e) Other issues of concern
2. Forms are available in the CAWA Office or on the website.
3. Disclosures will be treated in confidence and will be investigated by the relevant personnel as soon as practical.

H. Evacuation Plan

1. The Theatre evacuation plan is located in the front office and in various key locations around the Theatre.
2. Where possible, an evacuation practice will be conducted once per year.

