

Star-Mites Gymnastics

Child Safeguarding & Working With Children Policy

Version	2025
Approved by	Star-Mites Gym Sports - Directors
Review Year	2025



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1. Purpose

Star-Mites Gymnastics is committed to a safe, inclusive and supportive environment for all children and young people.

This policy aligns with the Working With Children (Screening) Act 2004 (WA), WA Child Safeguarding Framework, Gymnastics Australia's Safeguarding Children & Young People Policy (2024) and Sport Integrity Australia's National Integrity Framework.

2. Scope

This policy applies to employees, contractors, volunteers, trainees, directors, athletes, parents/guardians and visitors to Star-Mites venues, programs, competitions and events.

3. Definitions

Child/Young Person: an individual under 18 years.

Safeguarding: actions to promote child wellbeing and protect from harm.

MPIO: Member Protection Information Officer – Star-Mites MPIO is Lauren Murray (lauren@starmites.com.au).

WWC Check: Working With Children Check required by WA law for child-related work.

4. Policy Statement

All child-related roles require a valid WWC Check and ongoing compliance monitoring.

Star-Mites adopts GA Adult–Child Interaction Guidelines covering supervision, appropriate physical contact, transport and change-room use.

Parental/guardian consent is mandatory for images of children; opt-out is always respected.

We provide child-friendly information on speaking up and respond promptly to all concerns.

5. Responsibilities

Directors/Management: implement policy, maintain WWC register, appoint/support MPIO, ensure visible reporting pathways.

Coaches/Staff: model safe behaviours, complete safeguarding training, avoid 1:1 unsupervised settings.

Parents/Guardians: support rules, keep medical/emergency details current, report concerns.

Children: treated with respect; encouraged to speak up and are listened to.

6. Adult–Child Interaction Rules

Supervision: aim for two adults present; no closed-door 1:1 interactions.

Transport: no transporting children alone unless unavoidable and approved by parent/guardian; document the approval.

Change Rooms: staff do not change or shower with children; supervision is observable and age-appropriate.

Physical Contact: only for skill correction or safety; explain first; keep contact minimal and appropriate.

Digital Communication: coaches use club-approved channels; no private messaging with minors.

7. Recruitment & Screening

Advertise child-related roles with safeguarding responsibilities explicit.

Pre-engagement checks: WWC verification, identity, at least two referees with direct supervision insight.

Induction: safeguarding training, Codes of Behaviour, reporting obligations, emergency procedures.

Maintain a secure WWC register with renewal reminders and immediate action for negative notices.

8. Reporting & Response

How to report: speak to a Coach/Manager, email the MPIO (Lauren Murray), or use the online Child Safety Concern Form; external reporting to Sport Integrity Australia is available where applicable.

Timeframes: acknowledge within 2 business days; initial risk assessment within 5 business days; urgent safety actions taken immediately.

Process: triage for internal handling or external referral (e.g., Police/WA Department of Communities/SIA); preserve evidence; maintain confidentiality.

Outcomes: communicate findings where lawful; develop safety plans; record securely in safeguarding register.

9. Education & Training

All personnel complete safeguarding induction and biennial refreshers; child-safe messaging embedded into staff meetings and coaching clinics.

Parents and children receive age-appropriate information on rights and reporting pathways; child-friendly posters displayed in the gym.

10. Breaches of Policy

Consequences may include education, warnings, suspension, dismissal, termination of membership and/or reporting to Police, WWC Screening Unit, GA or SIA.

Victimisation of a person who reports a concern is prohibited and itself a breach.

11. Review

Reviewed and approved in 2025 by the Directors; reviewed annually or earlier if law or GA guidance changes.

Appendices

Appendix A: Child Safety Code of Conduct

Adults act respectfully at all times; no favouritism; language must be positive and age-appropriate.

Avoid situations where you are alone with a child; ensure visibility and openness in interactions.

Physical contact occurs only when necessary for safety or skill correction and is explained beforehand.

Immediately report any suspected harm, grooming, or boundary violations to the MPIO.

Appendix B: Reporting Pathway Flowchart

Step 1: Concern arises → Step 2: Report to Coach/Manager/MPIO (or external SIA if applicable) → Step 3: Immediate safety actions → Step 4: Triage & investigation/referral → Step 5: Outcome & safety plan → Step 6: Secure record.

Appendix C: Consent Form (Photography & Video)

Parent/Guardian Name, Child Name, Class, Consent scope (internal display/website/social media/competition media), Duration, Right to withdraw, Signature/Date.