

Child Safe Policy

Melbourne Gliding Club

This document is produced by the Melbourne Gliding Club (Trading name of the Victorian Motorless Flight Group Inc (ABN A0025166A)) as a guide to members. This Manual is maintained and updated by the management Committee. Omissions or corrections can be notified to the Secretary of the Committee.

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1. Revision Control

Revision	Description	Date Published
1.0	Initial Release	May 2023

Document due for review as at May 2024.

2. Introduction

Melbourne Gliding Club comprises of members of all ages, including children and young people. Child safety is therefore of vital importance, with the Club enacting a zero-tolerance stance towards child abuse in all forms.

This policy serves as the central resource for the Club's approach to child safety, defining both the expectations and standards to which it holds its members as well as its procedures relating to child protection. The aim of this policy is to protect children from harm, and to ensure a thorough and consistent approach is taken when addressing any concerns, allegations or complaints relating to child abuse.

This policy has been developed as an evolution of Melbourne Gliding Club's existing procedures, which are documented within the Melbourne Gliding Club Administration Manual. Certain portions of the policy have been replicated from the exemplar template provided by VicSport.

For enquiries or suggestions relating to this policy, please refer to the Child Safety contacts in Section 11.1.

3. Child Safe Commitment

3.1. Policy Statement

1. Melbourne Gliding Club commits to ensuring the safety of all children in its care, and promoting a culture in which child safety is prioritised.
2. The Club maintains a zero-tolerance policy towards child abuse or mistreatment of any kind, including physical, psychological, sexual or emotional abuse.
3. The Club takes all reports of child abuse seriously, and commits to ensuring that any reports of abuse are addressed consistently, swiftly and transparently.

4. The Club commits to understanding the diverse nature of its membership, and ensuring that it considers the specific needs individual children. This is particularly applicable to children who have specific needs or may be at increased risk, such as children who:
 - a. are of diverse cultural or linguistic backgrounds
 - b. are Aboriginal or Torres Strait Islander
 - c. are LGBTIQ
 - d. have a disability.
5. The Club promotes the engagement of families and children in refining its approach to child safety. Feedback and suggestions for improvement are encouraged, and the Club commits to implementing suggestions where suitable.
6. The Club commits to empowering children to have their voice heard and respected, and to ensure that they are provided with opportunities to participate in the discussions and decisions which affect them, where appropriate.

3.2. Member Commitment

It is a condition of membership that the members of the Melbourne Gliding Club agree to:

1. Follow the requirements of this policy
2. Understand the indicators and risks of child abuse
3. Report all instances in which child abuse is observed or reasonably suspected in accordance with Club policy and applicable law
4. Foster a culture of safety and respect in which children feel empowered to make their voice heard.

4. Scope

Child safety is a shared responsibility, and this policy applies to all individuals involved in the Melbourne Gliding Club and its activities. This includes but is not limited to volunteers, club officials, members, guests, family members and members of the public.

The requirements of this policy apply to all activities, events and communications pertaining to the Club, including but not limited to:

1. Flying, maintenance and training activities
2. Expeditions and camps
3. During official and unofficial social events

4. When using online and written communications.

The conditions of this policy continue to apply retrospectively to persons who have ceased their association or membership with the Club.

5. Responsibilities

Personnel involved in protecting children include the board, management, staff and volunteers within the organisation. Those people have responsibilities in relation to protection of children and are expected to:

1. understand the rights of children, as appropriate to their role
2. respect the cultural and religious practices of families who access Melbourne Gliding Club's services, programs or events
3. understand and appropriately respond to the needs of children with developmental delays or disabilities
4. appropriately act on any concerns raised by children
5. understand the definitions, indicators and impact of child abuse
6. at all times, know and follow regulations in relation to the care of children
7. co-operate with police and/or other formal investigations to the best of their ability
8. not harm or exploit children who access Melbourne Gliding Club's services.

In addition, the Melbourne Gliding Club will appoint a Child Safety Officer that will be the primary point of contact for all concerns related to child safety. The specific responsibilities of the Child Safety Officer are to:

1. Act as the primary contact point for all matters pertaining to Child Safety
2. Act as a responsible third-party observer to electronic communications between children and other members of the Melbourne Gliding Club:
 - a. The Child Safety Officer is to be copied into emails and text messages between members and children, if the contact details of the child's guardian are not readily available.
 - b. The Child Safety Officer shall be a member of any official 'chat' group utilised by the club's child members, such as Discord or WhatsApp.
 - c. The Child Safety Officer shall have moderator privileges for any social media platform utilised by the Melbourne Gliding Club.

3. Identify and report on any observed risks to children.
4. Be responsible for identifying gaps in the Club's approach to child safety, and championing future improvements in the Club's policies.

6. Definitions

Child means a person involved in the activities of Melbourne Gliding Club and under the age of 18 years.

Child abuse is the mistreatment of a child that has harmed, is harming or is likely to harm or endanger that child's physical or emotional health, development or wellbeing and the child has not, or is not likely to be protected by the parent(s) or guardian(s). For the avoidance of doubt, this includes but is not limited to emotional or psychological abuse, bullying, grooming, sexual exploitation, neglect and harassment.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins. The child may be given special attention and what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, in social media or by other technological channels.

Harm means harm to a person or a child is any detrimental effect of a significant nature to the person or child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

Harm can be caused by:

1. physical, psychological or emotional abuse or neglect
2. sexual abuse or exploitation
3. a single act, omission or circumstance
4. a series or combination of acts, omissions or circumstances.

Sexual offence (in Victoria) means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child under the age of 16 years to or involves a child under the age of 16 years in, sexual activity or matters beyond their understanding or contrary to accepted community standards. Behaviours which constitute a sexual offence include fondling of genitals or breasts,

penetrative and non-penetrative sexual acts, voyeurism, exhibitionism and exposing the child to or involving the child in pornography. It includes grooming, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child under the age of 16 years (or their carer, family or supervisor) to lower their inhibitions and prepare them for engagement in a sexual offence.

Mandatory reporter means a person who is legally required to make a report to the Department of Health and Human Services or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes (but is not limited to) teachers, principals, registered psychologists, nurses, doctors and midwives.

7. Related Documents

As with all Australian gliding clubs, Melbourne Gliding Club operates within the administrative framework of the Gliding Federation of Australia (GFA). The club is additionally a member of the Victorian Soaring Association (VSA), with each of these organisations holding child safe policies which apply to all member clubs. The Melbourne Gliding Club Child Protection Policy does not supersede these policies – rather, it serves to supplement these policies with club-specific guidance and procedures.

This Policy must therefore be read in conjunction with the applicable GFA and VSA policies, as well as relevant Victorian and Commonwealth legislation.

7.1. MGC Policy

7.1.1. [Rules of Victorian Motorless Flight Group Inc \(Trading as the Melbourne Gliding Club\)](#) (Oct 2018)

7.1.2. [MGC Administration Manual](#) (09 July 2022)

7.2. GFA Policy

7.2.1. [GFA Child Protection Policy ADMIN 0021 Rev 0](#)

7.2.2. [GFA Member Protection Policy ADMIN0008 v19](#)

7.2.3. [GFA Complaints, Discipline and Appeals Policy and Procedures V17 ADMIN 0015](#)

7.3. VSA Policy

7.3.1. [Victorian Soaring Association Child Safe Policy](#)

7.3.2. [VSA Code of Conduct for Dealing with Children](#)

7.3.3. [VSA Child Protection Guidelines](#)

7.4. Commonwealth and Victorian Legislation

7.4.1. [Australian Child Protection Legislation Summary](#)

7.4.2. Children, Youth and Families Act 2005 (Vic)

7.4.3. Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)

7.4.4. Crimes Act 1958 (Vic); and

7.4.5. Working with Children Act 2005 (Vic)

8. Volunteers

The Melbourne Gliding Club is a volunteer organisation, and does not routinely employ personnel or engage contractors for its day-to-day activities.

The minimum standard for background checks of volunteers, employees or contractors engaged by the Club is the law as it applies in Victoria.

The necessary level of background checks and recruitment screening for personnel within or engaged by the Club has been specified based on a risk reduction approach. Higher standards of screening have been specified where a higher potential for harm has been identified.

8.1. Working with Children Checks

Melbourne Gliding Club requires the following categories of personnel to hold valid Working With Children (WWC) checks, and to have their card numbers and validity periods registered with the Club prior to commencing their duties:

1. Regular volunteers (instructors, duty crews and tug pilots)
2. Members of the Committee
3. Contractors who may have unsupervised access to children
4. Anyone else for whom a check is deemed necessary, as specified by the management committee of the Melbourne Gliding Club.

A register of current WWC checks is held by the Gliding Federation of Australia (GFA) via the GoMembership system. This register is accessible by Melbourne Gliding Club administrators, and is the mechanism by which the Club maintains visibility on the WWC status of its volunteers.

As part of regular operations, parents, friends and non-rostered MGC members may assist the flying operation on an ad-hoc basis. MGC does not require these volunteers to maintain a WWC provided that all interactions between unscreened volunteers and children occur in the presence of one or more WWC-holding members.

Examples of tasks which unscreened volunteers may perform are:

1. Logging flight sheets at the flight line
2. Running the wings of aircraft
3. Assisting in cleaning / rigging gliders in the presence of other members

However, such members or volunteers must not be left alone in the presence of children, as could occur when when

1. Using a vehicle to move between the clubhouse and flight line
2. Daily Inspecting a glider located far from the main operation
3. Performing maintenance or other workshop tasks.

8.2. Volunteer Training and Induction

All members and volunteers are expected to have read and be familiar with the content of this Policy. To aid in ensuring this, the following procedures have or will be put in place on issue of this Policy:

1. The Child Protection Policy is included in new member inductions.
2. A refresher on the Policy is to be incorporated into the inductions for all duty pilots, tug pilots and instructors.

The Melbourne Gliding Club commits to supporting its members in accessing Child Safety training resources, particularly for members in roles with direct involvement in Child Safety. The necessary level of training will depend upon the individual member's role and prior experience, and shall be determined on a case-by-case basis when nominating a member into a new role, or on request.

9. Risk Management

The risk profile of the Club with respect to Child Safety is to be tracked by the Safety Management System, as with all other safety risks to the club and its members. This system incorporates a risk register within which all identified risks and their mitigations are assessed, tracked and reviewed.

The Child Safety Officer is included as a stakeholder in the Safety Committee which is chaired by the Club's Safety Officer. This subcommittee meets on both a scheduled and needs basis, with input from the Child Safety Officer forming a key component of the risk management strategy with respect to child safety.

10. Communication and Media

10.1. Communication with Children

Communication between adult members and children is often required for the purposes of organising the flight operation, delivering training, and communicating news relating to the club.

In order to minimise the potential for harm, the club has employed the following risk-reduction strategies:

10.1.1. General Principles

All communications with children are to be:

1. **Respectful:** Children are to be treated as valued members of the Club, and their ideas, opinions and questions should be responded to in an encouraging and positive manner.
2. **Age-appropriate:** Crude jokes, adult humour and swearing are not acceptable in any club setting, and this is particularly emphasised when directly addressing children or when they may be indirectly exposed to conversations between adult members.
3. **Relevant:** Communications with children shall be relevant to the child's participation in the Club and role of the Club member communicating with the child. While social conversation is considered an important and integral aspect of the club, members must not ask prying or personal questions relating to child's private life.
4. **Visible:** All communication should occur within line-of-sight of others, and ideally within the direct presence of other Club members.
 - a. A necessary exception to this policy applies to student-instructor communications which occur in flight.
 - b. Where a 'private' conversation is appropriate, the following risk-reduction strategies are to be employed:
 - i. Arrange the conversation to occur such that it is within line-of-sight of others, but out of earshot
 - ii. Arrange the meeting to occur ahead of time and on Club facilities
 - iii. Advise the Child Safety Officer of the time and nature of the conversation
 - iv. Have a mutually third party present, such as a parent, a trusted Instructor or other club official.

10.1.2. Online Communications

Online communications with children are permitted only to the extent that they directly relate to the operations and activities of the Club. In all communications with children, the following principles are to be followed:

1. Where possible, bulk communications (such as club-wide emails) are to be used in order to communicate relevant information with children, rather than one-on-one communications via text, email or other messaging services.
2. The content of all communications with children is to be strictly limited to essential club information. Examples of permitted communications include;
 - a. Organising lecture / training sessions for a group of young members
 - b. Informing children of cancellations or issues relating to a booked training session
 - c. Passing on training resources, such as flight manuals, charts or other similar information.
3. 'Friendly', social or other or non-gliding related online communications are prohibited, with exceptions made for the following cases:
 - a. Communications between children and adults with pre-existing relationships outside of the club, such as with family friends or relatives
 - b. Communications between children of the same age group, i.e., if two youth members wish to coordinate their days at the airfield
4. If one-on-one online communications are required (for example, in handling of a confidential complaint) the child's parent or guardian shall be included in the communication with the child's consent.
 - a. In cases where the child does not consent to the information being shared with a guardian, a trusted club official shall be included in the communications in lieu. Ideally, this will be the club Child Safety Officer. A trusted Committee member, Instructor, or other senior member may also fulfil this function.

10.2. Photography and Media

Photography is an essential means by which the club communicates its activities and celebrates the achievements of its members. However, photography presents a risk to children, particularly when images containing them are published external to the club.

Melbourne Gliding Club members are therefore to adhere to the following policies:

1. Children are to be photographed only with consent of the child as well as their parent or guardian.

2. Children may be photographed only in the course of their activities as a club member:
 - a. When flying / assisting in Club operations
 - b. When participating in an official Club function
 - c. As part of a larger group of Club members.
3. Consent from the child and parent/guardian must be sought prior to publishing in any manner, such as on the club's social media.
4. When publishing photographs either internally or external to the club, personally identifying information is to be minimised as far as practicable (omitting full names and ages, avoiding social media links to the member's profile).

11. Complaints and Incident Response

11.1. Child Safety Contacts

The Child Safety Officer is the nominated primary contact for all matters relating to child safety, complaints and incident reports. This role is a new addition which will be implemented on publication of this Policy, with the Secretary previously acting as the primary contact for matters of child safety. The Club recognises that child abuse is a confronting and sensitive subject, however, and so a number of alternative contacts are provided. Members wishing to discuss or report any matter relating to child safety are encouraged to contact the person with whom they are most comfortable raising their concern.

An up-to-date list of the personnel occupying named roles is maintained on the Melbourne Gliding Club website:

<https://www.melbourneglidingclub.com.au/Roles-&-Responsibilities>

Phone numbers and email addresses for roles without dedicated inboxes are accessible in the member directory:

<https://www.melbourneglidingclub.com.au/directory>

Primary Contact

- Child Safety Officer
 - o childsafemelbourneglidingclub.com.au

Secondary contact:

- Club Secretary
 - o secretarymelbourneglidingclub.com.au

Alternate Contacts:

- Club President
 - o president@melbourneglidingclub.com.au
- Chief Flying Instructor (CFI)
- All current MGC Instructors or Committee members

11.2. Recognising And Reporting Child Abuse

A person may, in the course of participating in the sport or other activities of the Melbourne Gliding Club or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.

If a person is concerned about an immediate risk to a child's safety, the person must phone "000" as soon as practicable.

Child abuse can be divided into four categories:

1. **Physical abuse:** occurs when a child has suffered, or is likely to suffer, significant harm as a result of a physical injury, such as a non-accidental physical injury.
2. **Sexual abuse:** occurs when a child has suffered, or is likely to suffer, significant harm as a result of sexual abuse, such as when a child is exploited, or used by another for his or her sexual gratification or sexual arousal, or for that of others.
3. **Emotional and psychological abuse:** occurs when a child has suffered, or is likely to suffer, emotional or psychological harm of such a kind that the child's emotional or intellectual development is or is likely to be significantly damaged; and
4. **Neglect:** occurs when a child's physical development or health has been, or is likely to be significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

Child abuse includes any actions that results in actual or potential harm to a child, in circumstances where the child's parents have not protected, or are unlikely to protect, the child.

11.2.1. Mandatory Reporters

Select classes of people in the community (including teachers, nurses and doctors) are required by law to report to the Child Protection Unit of the Department of Health and Human Services (DHHS) where they have formed a belief, on reasonable grounds, that a child is in need of protection because they have suffered (or are likely to suffer) significant harm due to physical or sexual abuse.

This report must be made as soon as practicable, and after each occasion where he or she becomes aware of a further reasonable grounds for the belief.

Reasonable grounds for belief

A reasonable belief is formed if a reasonable person believes that:

1. the child is in need of protection
2. the child has suffered or is likely to suffer significant harm as a result of physical or sexual injury
3. the child's parents are unable or unwilling to protect the child.

To form a reasonable belief, you should consider and objectively assess all the relevant facts, such as the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there is any other related matters known regarding the alleged perpetrator.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.

You will have reasonable grounds to notify if:

1. a child states that they have been physically or sexually abused
2. a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves)
3. someone who knows a child states that the child has been physically or sexually abused
4. professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused
5. signs of abuse lead to a belief that the child has been physically or sexually abused.

Voluntary Reporters

In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a child is in need of protection from any form of child abuse, *may* disclose that information to the Police or DHHS.

Reporting Child Sexual Abuse

If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (of or over the age of 18 years), the person has a legal obligation to disclose that information to the Police as soon as it is practicable. Individuals who fail to comply with this obligation under the Crimes Act 1958 (Vic) may be subject to a penalty of 3 years imprisonment.

11.3. Approach to Complaints and Reports of Abuse

Melbourne Gliding Club commits to treating all complaints and reports seriously, and ensure the privacy of all parties during the investigation process. In all cases, the immediate safety of the involved child or children will be prioritised.

Members are encouraged to report all instances in which child abuse or mistreatment is known or reasonably suspected to occur. Reports may be submitted to Club officials, the Police or DHHS in accordance with reporting obligations.

The following basic principles should be followed throughout the complaints handling process:

1. Written and signed statements of the initial complaint and subsequent discussions should be obtained to provide an accurate record. When collecting these statements, use open questions such as 'what happened' rather than leading questions which may influence the content of the complaint.
2. Ensure that at least two club members are present for any discussions, and ensure that they are as independent as possible from the complaint. Where possible, one person should be the club's child safety officer.
3. Ensure any persons interviewed are provided support, either from a friend, parent or trusted club member. Support persons will ideally act as a third party witness to any conversations.
4. Endeavor to collect the necessary information to assess the situation while maintaining sensitivity and confidentiality. Do not make accusations.
5. Liaise with Gliding Australia and/or the Victorian Police as necessary for guidance, especially if the incident is particularly serious or likely to warrant legal action.

Melbourne Gliding Club will support any member who submits a report, and will not penalise, disadvantage or otherwise discourage any member who makes a report in good faith with respect to child safety. If any harassment of the party making the report is identified within the club, the behaviour will be escalated to Gliding Australia in order to provide independent oversight of the club's handling of the complaint.

Any member who raises a complaint will be kept informed of the status and outcome of their complaint, to the degree which is possible while maintaining confidentiality.

If an allegation is made against a member of staff or volunteer, Melbourne Gliding Club will follow the reporting procedure outlined in the Gliding Federation of Australia Complaints and Discipline Policy (Reference 7.2.3), and take all steps to ensure that the safety of the child is paramount. An initial step will involve the withdrawal of the accused person from active duty, which could entail standing down, reassignment to a role without direct contact with children, working under closer supervision during an investigation, or any other measures deemed appropriate depending on the seriousness of the allegation.

If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child, they may speak to the Melbourne Gliding Club Child Safety Officer or President.

As the regional association for gliding in Victoria, the Victorian Soaring Association (VSA) Member Protection Information Officer (MPIO) may also be consulted for guidance and information. If in doubt, ask for assistance.

Melbourne Gliding Club will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential manner to the greatest extent possible. A confidential register of any allegations regarding inappropriate conduct will be held by the Club.

Melbourne Gliding Club will cooperate with the directions of the Police and/or DHHS in relation to any investigation conducted by these authorities.

11.4. Policy Breaches

It is a breach of this policy for any party to which this policy applies to have performed any action contrary to the content of the Policy. Any person in breach of this Policy will be subject to the disciplinary procedures and grievances process documented within Part 3 of the Rules of the Association (7.1.1).

12. Resources for Members

12.1. Policy Access

The latest revision of this policy is published on the Melbourne Gliding Club website, which is accessible by all club members.

On initial publication or after significant revisions, this policy shall be distributed directly to all members via email or physical hardcopy.

12.2. Record Keeping

Melbourne Gliding Club will retain records of all reports and complaints relating to child abuse and child safety. These records shall be held electronically by the Child Safety Officer, using the Melbourne Gliding Club's Google Workspace cloud drive. All data shall be held in a segregated location to which only the Child Safety Officer and Google Workspace Administrator(s) have direct access.

Records and reports relating to child safety will be held and treated confidentially in accordance with this Policy and relevant legislation.

Identified risks to children will be reviewed as part of the record keeping process, and will guide future risk mitigations relating to child safety.

13. Continuous Improvement

Melbourne Gliding Club recognises that child safety can only be ensured if it is proactive in assessing and addressing both the current and emerging risks which children may be exposed to. This policy is therefore a 'living document' which must be reviewed on a regular basis, or as new risks are identified by the Safety Committee.

At minimum, this policy shall be reviewed on an annual basis or when required by legislative changes.

Feedback on the content of this policy from members and their families is encouraged, and may be submitted to any of the named child safety contacts in Section 11.1.

14. Implementation

As a new policy, the following actions are to be completed on formal Committee acceptance of this Policy.

Action	Responsible for Implementation
Appoint Child Safety Officer	President / Safety Officer
Activate childsafemelbourneglidingclub.com.au email inbox	President / Child Safety Officer
Update Safety Management System where required to align with this policy.	Safety Committee / Safety Officer
Review all remaining club policies and update where necessary.	Committee
Ensure all adult volunteers have WWC check, and check is recorded with GFA system.	President
Incorporate CS Policy into new member induction	Secretary
Incorporate CS Policy into instructor induction	CFI
Incorporate CS Policy into tug pilot induction	Tugmaster
Incorporate CS Policy into duty pilot induction	Chief Duty Pilot
Develop a 'Parental Information Pack' which includes this Policy and other relevant information for parents.	President / Safety Officer
Distribute policy to all current members	Secretary

15. Code of Conduct for Dealing with Children

The following Code of Conduct is provided to assist the members of Melbourne Gliding Club in maintaining safe and appropriate interactions with children. This Code has been adapted from an exemplar template provided by VicSport.

The Code of Conduct addresses the most fundamental behavioural standards by which the members of Melbourne Gliding Club are required to abide. It also provides an unambiguous reference for some of the specific scenarios which members will encounter with respect to children.

All behaviour towards children should consider the needs and safety the individual involved, particularly with respect to:

- Indigenous children;
- children from culturally and linguistically diverse backgrounds; and
- children with a disability.

Code of Behaviour Requirement for dealing with Children	
1	<p>Language and Tone of Voice:</p> <p>a) Should provide clear direction, encourage and affirm children and boost their confidence.</p> <p>Should NOT be harmful – i.e., derogatory (e.g. “you’re a loser”), threatening, frightening, profane, discriminatory, racist, sexual.</p>
2	<p>Adhering to professional role boundaries:</p> <p>a) Act only within the confines of your duties/role.</p> <p>b) You must NOT:</p> <ol style="list-style-type: none"> i. Provide unauthorised transportation to children, <u>unless this is unavoidable due to an immediate safety risk. See (14) for guidance.</u> ii. Engage in activities or seek contact with children outside of gliding. iii. Involve yourself in the private and/or family matters of children, <u>unless you reasonably believe or suspect that they are at risk of harm.</u> iv. Provide support to children or their families that is unrelated to gliding. v. Accept an invitation to attend any private social function at the request of a child or their family/carer in gliding (current or past) unless there was an existing social, personal or family relationship. <p>If any of the above occur or you are made aware of a child requiring assistance outside the confines of your role, either contact their parent/guardian or seek advice from the President or Child Safety Officer.</p>

3	<p>Sending electronic communications to children (emails, texts and other direct messages):</p> <p>a) <u>Must copy parent(s)/guardian(s)</u> into any text, email, Facebook or any other form of electronic communication message.</p> <p>i. If contact details of the parent / guardian are not readily accessible, the Child Safety officer shall be substituted. The Child Safety Officer is responsible for alerting parents to any electronic communications which are not wholly appropriate and relevant to the duties of the member involved.</p> <p>b) <u>Must only communicate with children regarding issues relevant to gliding.</u></p> <p>c) Ensure that any messages are polite/friendly and in no way sexual in nature.</p> <p>d) <u>Must not</u> communicate with children in a private or one-on-one request to be “friends” or “follow” children using Internet chat rooms, social networking sites, game sites, instant messaging or anything of a similar nature, particularly to encourage social contact of an unauthorised nature.</p> <p>e) <u>May</u> Communicate via official and open club chat / discussion groups, as these methods provide clear visibility of all communications to the broader membership.</p> <p><u>Must not</u> request that children keep communication a secret.</p>
4	<p>Supervision of children - When supervising children:</p> <p>a) Avoid unsupervised situations with children wherever possible - you should always be in view of others.</p> <p>b) Engage positively with our sport.</p> <p>c) Behave appropriately towards one another.</p> <p>Ensure that you are in a safe environment, protected from external threats.</p>
5	<p>Physical Contact with children – must be appropriate to delivery of our sport (e.g. assisting shoulder straps of harnesses if requested by the child) and based on the needs of the child (i.e. to comfort if distressed). Unless for medical or allied health purposes by a health care professional, contact must not:</p> <p>a) Involve touching genitals, breasts or buttocks.</p> <p>b) Appear to have a sexual connotation.</p> <p>c) Be intended to cause pain or distress.</p> <p>d) Be overly physical (e.g., wrestling, tickling, etc).</p> <p>e) Be unnecessary (e.g., assisting a child with toileting when they don’t need help).</p> <p>f) Be initiated against the wishes of a child (unless to prevent injury, in which case physical restraint should be a last resort).</p> <p>Physical contact initiated by a child that is sexual and/or inappropriate behaviour between children must be reported to Child Safety Officer of the Club as soon as possible.</p>

6	<p>Sexual Misconduct:</p> <p>No form of sexual behaviour is to occur between, with or in the presence of children involved in the Club, even if the children are above the legal age of consent – 16 years. This includes contact and non-contact behaviour (e.g. flirting, sexual innuendo, electronic messaging or photography).</p>
7	<p>Positive Guidance and Discipline:</p> <p>We want to create a positive environment for everyone in gliding in Victoria, understanding that children need to understand the acceptable limits of their behaviour, whilst ensuring that:</p> <ol style="list-style-type: none"> a) We give children clear direction. b) Children are given an opportunity to redirect their misbehaviour in a positive way. c) Behaviour management strategies are fair, respectful and appropriate to a child's developmental stage. d) No physical punishment, cruel/degrading/humiliating, etc treatment is used. <p>Under no circumstances is physical punishment to be used, nor any other treatment that could be considered as degrading, cruel, frightening, humiliating or discriminatory.</p>
8	<p>Giving gifts to Children: Must always be authorised by parents/guardians.</p>
9	<p>Photographs/video footage of children:</p> <ol style="list-style-type: none"> a) You may only take photographs or video footage of children involved in gliding if: <ol style="list-style-type: none"> i. prior approval has granted by their parent(s)/guardian(s); and ii. the context of the photo/footage is directly related to gliding; iii. children are appropriately dressed and posed; and iv. the image/footage is taken in presence of others involved in gliding. b) Images must not be distributed to anyone outside of the Melbourne Gliding Club (or parents/guardians) without knowledge and approval of a parent/guardian and the Child Safety Officer of the Club. <p>Images must not be exhibited online without parent/guardian approval unless children are de-identified.</p>
10	<p>Overnight Stays and Sleeping Arrangements for children:</p> <p>Overnight stays are to only occur with the prior written authorisation of parents/guardians and the Club Child Safety Officer (or their nominated representative).</p>

11	<p>Change Room arrangements: People involved in the Melbourne Gliding Club must:</p> <ul style="list-style-type: none"> a) Supervise children in change rooms whilst balancing their right for privacy. b) Avoid one-to-one unsupervised situations with children in a change room area (other than with their own child), whilst ensuring adequate supervision to keep children safe (e.g., standing outside the entrance to the change room). c) Not dress/undress in the change room whilst children are present. d) Ensure that photos, video or other recordings are not taken in change rooms. To manage this, consider a “NO MOBILE PHONES” policy and signage in change rooms. <p>Ensure that participants use the change room of their affirmed gender</p>
12	<p>Toilet / Restroom Arrangements</p> <p>Due to the nature of the airfields used for gliding, the flying operation is often located some distance from toilet facilities. Therefore, it is essential that:</p> <ul style="list-style-type: none"> a) Suitable arrangements to enable children without their own vehicles to access bathrooms are provided. Children should feel empowered to ask for transport as often as is required. b) If a child requires transport to/from the flight line, at least two members must be present unless consent has been provided by the parent or guardian. There is no requirement to escort children who are able to safely transport themselves to the clubhouse (for example, children with their own vehicle or who are in walking distance of the clubhouse).
13	<p>Use, possession or supply of alcohol or drugs:</p> <ul style="list-style-type: none"> (a) All persons involved in gliding who are delivering a program or on overnight stays/camps involving children must not use possess or be under the influence of illegal or illicit drugs, alcohol or be incapacitated by any other legal drug. <ul style="list-style-type: none"> i. Moderate consumption of alcohol is permitted for adults involved in overnight camps only when they are not supervising or interacting with children (i.e, at the conclusion of the day’s activities and where all children are residing in separate accommodation under the supervision of their parent or guardian). <p>Legal (i.e., prescription) drugs are permitted to be used provided that it does not interfere with your ability to provide an appropriate level of care to children, and that you do not supply legal drugs (including alcohol and tobacco) to children.</p>
14	<p>Transporting children:</p> <ul style="list-style-type: none"> (a) You may only transport children in circumstances that are directly related to the delivery of our sport and only with prior written approval of CYP’s parent/guardian, and with the express acknowledgment of Club’s Child Safety Officer. (b) If it is not possible to get prior written consent or approval, you must notify in writing the details of the travel to the Child Safety Officer as soon as possible after the journey. Such journeys are permissible <u>only in exceptional circumstances</u>, such as when the alternative would leave a CYP stranded at an airfield unsupervised. <p>Where it is not possible to get a parent/guardian’s approval in advance, the parent/guardian should send an approval text/electronic message to the Child Safety Officer. This message shall be recorded within the Club’s electronic records.</p>

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Pick up and collection of children: We must:

- (a) Ensure that children and their parents/guardians know the times/locations of club activities and that they arrive before the scheduled times so that children aren't unattended.
- (b) Have an operational phone and register of parent/guardian emergency contact details.
- (c) Ensure they are aware of pick up details for children and that all relevant approvals are given.
- (d) If a parent/guardian is late, make efforts to contact them, noting that it is not your responsibility to drive children home. You should also ask the second last child and their parent/guardian to wait until the final child is collected.
- (e) Not leave the airfield until all children have been collected.
- (f) If necessary, ask the parent/guardian to collect their child from the clubhouse if there are others present and arrangements are documented

If a parent/guardian is repeatedly late to collect their child, notify the Child Safety Officer.