



Child Safe Code of Conduct

March 06, 2024

Commitment to Child Safety

All children and adolescents at *Red Dragon Taekwondo Pty Ltd* have a right to feel safe and protected. This policy is part of Red Dragon Taekwondo's ongoing commitment to protecting the health and well-being of the children in our care. As an organisation, we are committed to safeguarding and promoting the welfare of children within our club, including non-participating children, by providing a safe and inclusive circumstances. All children at taekwondo have the right to participate in an environment that is safe, positive, and encouraging.

The Child Safe Code of Conduct sets out expectations on how adults that are apart of our club should behave around children. This sets out guidelines on the expectations of adult behaviour towards the students and children within our club. Child abuse takes many forms and can include physical, sexual and psychological abuse, ill-treatment and neglect. The glossary in our Child Safe Policy provides information about these different types of abuse and the actions in order to prevent these circumstances.

This Child Safe Code of Conduct identifies acceptable child-safe behaviours we expect of all adults to support. Along with acceptable behaviours, this additionally outlines unacceptable behaviours that as a club, we will NOT tolerate. Engaging in unacceptable behaviour is a breach of the Child Safe Code of Conduct and may result in managerial or disciplinary action.

Examples of concerning behaviours are additionally enlisted below. These are behaviours that on their own may not constitute a breach of our Child Safe Code of Conduct but together may indicate a pattern of behaviour that poses a risk to the safety of children.

(Please Tick ALL Boxes After Reading)

PROFESSIONAL BOUNDARIES

I WILL	I WON'T
<input type="checkbox"/> Listen to children, value their opinions, and take their views into account when making decisions that affect them.	<input type="checkbox"/> Provide any form of support to a child or their family unrelated to the scope of their role, where there is no existing social, personal, or family relationship (e.g., financial assistance, babysitting, providing accommodation).
<input type="checkbox"/> Try to be identifiable and wear the full Dobok uniform when teaching or assisting.	<input type="checkbox"/> Develop any special relationships with children that could be seen as 'favouritism'.
<input type="checkbox"/> Make sure, if giving a gift, that it has been approved by one of the senior instructors, all children are receiving a gift, and it is done in the presence of their parent/guardian.	<input type="checkbox"/> Engage in social activities outside the scope of your role, such as watching a child participate in another sporting activity, playing video games together or attending their birthday party.
<input type="checkbox"/> Ensure interactions with children are focused on learning and development and relevant to taekwondo.	<input type="checkbox"/> Confide in or share overly personal information with a child (for example, sharing financial or relationship problems).
<input type="checkbox"/> Engage with children in a manner that would be seen by a reasonable observer as maintaining reasonable boundaries.	<input type="checkbox"/> Ask a child to keep secrets, such as asking them not to tell their parent/guardian when you have communicated with them.
<input type="checkbox"/> Be respectful of the child's needs or concerns and respond appropriately.	<input type="checkbox"/> Treat the child as an 'adult' under the guise of maturity.
<input type="checkbox"/> Model professional physical and emotional boundaries.	<input type="checkbox"/> Create an emotional dependency between yourself and the child (for example, isolating the child from their teammates, staff, parents/guardians by 'pitting the child against their teammates').
<input type="checkbox"/> Only disclose personal information on a need-to-know basis and in accordance with legal and organisational requirements.	
<input type="checkbox"/> Treat all children equally, regardless of their gender, culture, race or disability.	

USE OF LANGUAGE AND TONE OF VOICE

I WILL	I WON'T
<input type="checkbox"/> Use clear, direct, age-appropriate language.	<input type="checkbox"/> Use obscene gestures and language.
<input type="checkbox"/> Use words, tone of voice, facial expressions and body posture to communicate calmness and respect.	<input type="checkbox"/> Shame a child or make derogatory or belittling comments (for example, calling a child a loser or telling them they are too fat).
<input type="checkbox"/> Focus on a child's positive behaviour to build self-confidence, as well as competence.	<input type="checkbox"/> Use stereotypes, innuendo or sarcasm when communicating with children.
<input type="checkbox"/> Use language that is encouraging and supportive and that promotes a fun and inclusive environment.	<input type="checkbox"/> Humiliate, intimidate or regularly criticise a child.
<input type="checkbox"/> Address a situation when negative language or tone is being used by a child, parent/guardian or other person and reinforce that it is not appropriate.	<input type="checkbox"/> Allow children to use inappropriate language unchallenged.
	<input type="checkbox"/> Single out a child or degrade them in front of peers or other members of the community.

POSITIVE GUIDANCE (DISCIPLINE)

I WILL	I WON'T
<input type="checkbox"/> Provide guidance that is non-violent, solution-focused, respectful and based on child development principles.	<input type="checkbox"/> Use training practices that are inappropriate for the stage of psychological and physical development of the child.
<input type="checkbox"/> Set clear guidelines for expected behaviour.	<input type="checkbox"/> Impose any form of punishment that causes a child physical pain or discomfort.
<input type="checkbox"/> Address poor behaviour in a calm and firm manner.	<input type="checkbox"/> Unnecessarily, isolate a child from the group as a form of punishment.
<input type="checkbox"/> Help children to behave within the limits set. Create a 'safe space' for children to have a say and speak up if they feel unsafe or unsure.	<input type="checkbox"/> Impose any form of punishment that is degrading, cruel or frightening.
<input type="checkbox"/> Encourage children to talk about their feelings and the possible reasons for their emotions.	<input type="checkbox"/> Force a child to do something against their will.
<input type="checkbox"/> Only physically restrain a child in an emergency situation.	

SUPERVISION

I WILL	I WON'T
<input type="checkbox"/> Ensure I am always able to observe each child, respond to their individual needs and immediately intervene if necessary.	<input type="checkbox"/> Leave children unsupervised during official sport training/competitions/events.
<input type="checkbox"/> Ensure there are appropriate supervision ratios based on the age and gender of the children and the size of the group.	<input type="checkbox"/> Engage in unnecessary conversations with another adult that may distract from effective supervision of the group.
<input type="checkbox"/> Avoid one-to-one unsupervised situations with children, except in an emergency or for program delivery. In these cases, make sure the situation is identified and written permission is obtained from Red Dragon and the child's parent/guardian in advance.	<input type="checkbox"/> Text, talk or browse on a mobile phone for personal reasons when supervising children.
<input type="checkbox"/> Follow all safety protocols, guidelines, and risk assessment procedures to ensure a safe environment for children.	<input type="checkbox"/> Exclude parents/guardians from attending training sessions.
<input type="checkbox"/> Regularly assess and mitigate risks associated with activities, premises, and equipment to ensure child safety.	

USE OF ELECTRONIC OR ONLINE COMMUNICATION

I WILL	I WON'T
<input type="checkbox"/> When communicating with children you must ensure: <ul style="list-style-type: none"> ● the child's parent/guardian is included in all communication. ● content is directly associated with your official role, such as advising that training has been cancelled. ● language is appropriate and not personal in nature. 	<input type="checkbox"/> Befriend the child on social media.
	<input type="checkbox"/> Use electronic communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
	<input type="checkbox"/> Use inappropriate language or language that is sexual in nature.
<input type="checkbox"/> Follow any additional social media guidelines or policies as stated in Red Dragon's social media policy.	<input type="checkbox"/> Request children keep online communication a secret from their parents/guardians or others.
<input type="checkbox"/> Inform the parent/guardian or Red Dragon if a child communicates with you outside your role, and kindly advise the child that the behaviour is inappropriate.	<input type="checkbox"/> Communicate privately with a child via phone, email or social media.

PHOTOGRAPHS OF CHILDREN

I WILL	I WON'T
<input type="checkbox"/> Ensure the context in which you are taking photos or videos of children is directly related to their participation in your sport and will only be used for official purposes.	<input type="checkbox"/> Distribute or publish photos or videos for official purposes (annual report, website, social media) without permission from the child's parent/guardian.
<input type="checkbox"/> Obtain permission from the child's parent/guardian before taking any photos or videos.	<input type="checkbox"/> Take photos or videos of children for personal use or post on personal social media.
<input type="checkbox"/> Store images (digital or hard copy) in a way that prevents unauthorised access by others.	<input type="checkbox"/> Send photos or videos of a child, directly to a child, or to another person.
<input type="checkbox"/> Make sure images (digital or hard copy) are destroyed or deleted as soon as they are no longer required.	<input type="checkbox"/> Take or store images of children involved in your organisation on personal devices unless authorised.
<input type="checkbox"/> Speak up if you see someone acting suspiciously.	<input type="checkbox"/> Forward, share or send any photos or videos of a child.

PHYSICAL CONTACT WITH CHILDREN

I WILL	I WON'T
<input type="checkbox"/> Use verbal directions rather than touch (for example, ask a child to move in a particular way, rather than physically place the child in the required position).	<input type="checkbox"/> Under any circumstances, have contact with a child that involves any intimate part of a child's body (for example, genitals, bottom or breast area).
<input type="checkbox"/> Check that physical contact is acceptable to a particular child. Even non-intrusive touch may be inappropriate if a child indicates they do not wish to be touched.	<input type="checkbox"/> Have unnecessary contact with a child (for example, assisting with toileting when a child does not require assistance).
<input type="checkbox"/> Respect and respond to signs that a child is uncomfortable with touch.	<input type="checkbox"/> Single out the same child when performing demonstrations.
<input type="checkbox"/> Seek a child's permission to touch or interact when demonstrating an activity or during technique practice	<input type="checkbox"/> Initiate, allow or request inappropriate or unnecessary physical contact with a child (for example, massage, kisses, tickling and wrestling games) or facilitate situations that unnecessarily result in close physical contact with a child.
<input type="checkbox"/> Discourage children from inappropriate expectations of hugs or cuddles. This should be done gently and without embarrassment or offence to the child. For example, offer a high five as encouragement.	
<input type="checkbox"/> Kindly and appropriately tell a child who is inappropriately or excessively touching another child to stop and raise the concern with a relevant person within your organisation.	
<input type="checkbox"/> Use non-intrusive touch (for example, congratulating a child by shaking hands or a pat on the upper arm or back). Try to accompany such touch with positive encouraging words.	
<input type="checkbox"/> Report any physical contact initiated by a child that is sexualised and/or inappropriate (for example, acts of physical aggression) as soon as possible to your organisation. This ensures the situation can be managed in the interests of the safety of the child and any other participants.	

SEXUAL MISCONDUCT

I WON'T
<input type="checkbox"/> Engage in unwanted or unwelcome sexual behaviour that would make a child feel offended, humiliated, or intimidated.
<input type="checkbox"/> Undress in front of or expose yourself in any way to a child.
<input type="checkbox"/> Flirt with, or make any innuendo or sexual connotations towards a child.
<input type="checkbox"/> Make jokes or innuendos of a sexual nature.
<input type="checkbox"/> Have inappropriate conversation or enquiries of a sexual nature (for example, questions about a child's sexuality, or their sexual relationship with others).
<input type="checkbox"/> Establish any personal, romantic, or intimate relationships with children.
<input type="checkbox"/> Do any of the above-mentioned actions in person or online.

USE OF, POSSESSION OR SUPPLY OF ALCOHOL OR DRUGS

I WON'T
<input type="checkbox"/> Use, possess or be under the influence of an illicit drug while at taekwondo.
<input type="checkbox"/> Use or be under the influence of alcohol while at taekwondo.
<input type="checkbox"/> Be impaired by any other legal drug such as prescription or over-the-counter drugs
<input type="checkbox"/> Supply alcohol or drugs (including tobacco) to children.
<input type="checkbox"/> Supply or administer medicines, except with the consent of the parent, guardian or carer of the child and under a valid prescription for that child and at the prescribed dosage.

PARENT/GUARDIAN INVOLVEMENT

I WILL
<input type="checkbox"/> Ensure that a parent/guardian is involved in any significant decision, including the signing of any documentation in relation to their child's participation in your sport (for example, overnight stays, photos/videos, sanctions, and reports).
<input type="checkbox"/> Conduct all training sessions in open locations and allow parents/guardians to watch their child during training.
<input type="checkbox"/> Make parents/guardians aware of the standard of behaviour required when watching their child during training. Parents/ guardians displaying inappropriate conduct may be asked to leave, but may not be denied access for an undetermined amount of time.

TRANSPORTING CHILDREN

I WILL	I WON'T
<input type="checkbox"/> Always seek written approval from the child's parent/guardian before travel.	<input type="checkbox"/> Transport children in your sport if not necessary.
<input type="checkbox"/> Make sure the child sits in the back seat, appropriately secured.	<input type="checkbox"/> Make any unnecessary or unplanned stops during the journey.
<input type="checkbox"/> Ensure you are not impaired by alcohol or any other mind-altering substances and have a current driver's licence.	<input type="checkbox"/> Be alone or unsupervised with a child, unless it is deemed necessary.
<input type="checkbox"/> Ensure approval involves providing information about the proposed journey, including the: <ul style="list-style-type: none"> ● form of transport to be used ● reason for the journey ● route to be followed, including any stops or side trips ● details of anyone who will be present during the journey 	<input type="checkbox"/> Allow other unauthorised adults to travel with you (for example, stopping to pick up a friend on the way to the game you are taking your players to).
	<input type="checkbox"/> Allow a child to sit in the front seat.
	<input type="checkbox"/> Take children to your home.

DROP OFF AND PICK UP OF CHILDREN

I WILL	I WON'T
<input type="checkbox"/> Ensure children and their parents or guardians know the time and location of training including start and finish times.	<input type="checkbox"/> Leave the dojang or venue until all children have been collected by their parent/guardian.
<input type="checkbox"/> Arrive before scheduled practice times to ensure that children are not left unsupervised.	
<input type="checkbox"/> Have a list of parent/guardian emergency contact numbers and a phone that is working.	
<input type="checkbox"/> Ensure you are aware of alternative pick-up arrangements for children and that the parent/guardian has provided consent.	
<input type="checkbox"/> Ensure that if a parent/guardian is late, you make reasonable attempts to contact them.	

TOILETS/CHANGE ROOMS

I WILL	I WON'T
<input type="checkbox"/> Encourage children to come dressed ready for training.	<input type="checkbox"/> Undress or get changed in the presence of children.
<input type="checkbox"/> Ensure that there is always appropriate supervision where the change room/ toilet facility is accessible by adults	<input type="checkbox"/> Allow mobile phones to be used in changing rooms.
<input type="checkbox"/> Knock or announce yourself and wait for approval before entering the changing rooms.	<input type="checkbox"/> Place pressure on a child to change in public if they feel uncomfortable doing so.
<input type="checkbox"/> Have at least one other authorised adult with you in a changing room with children.	<input type="checkbox"/> Use bathroom facilities at the same time as a child.
<input type="checkbox"/> Implement a buddy system in the absence of adult supervision to accompany a child to the bathroom (for example, children can nominate 2 or more 'buddies' of a similar age and gender who can go with them).	<input type="checkbox"/> Be alone and unsupervised with a child in a changing room area. Isolate yourself with a child from others in the changing room (for example, take them into a cubicle with you).
<input type="checkbox"/> Get changed in an individual closed cubicle	<input type="checkbox"/> Enter a changing room of the opposite sex.
<input type="checkbox"/> Make every effort to recognise when a child goes to the changing room during training and, if they do not return in a timely fashion, check on their whereabouts.	<input type="checkbox"/> Unnecessarily allow parents into change rooms unless a child requires physical help getting changed (for example, younger children or children with disabilities).

PROFESSIONAL CONDUCT

I WILL
<input type="checkbox"/> Always conduct myself in a professional manner when interacting with children, colleagues, parents/guardians, and the wider community.
<input type="checkbox"/> Adhere to all policies, procedures, and guidelines related to child safety, both within Red Dragon Taekwondo Pty Ltd and in accordance with relevant laws and regulations.
<input type="checkbox"/> Cooperate fully with any investigations or inquiries related to child safety matters and provide truthful and accurate information.
<input type="checkbox"/> Actively contribute to the ongoing improvement of child safety practices and procedures within Red Dragon Taekwondo Pty Ltd.
<input type="checkbox"/> Engage in reflective practice, learning from experiences, and actively seeking opportunities for growth and improvement in child safety.
<input type="checkbox"/> Seek advice and stay informed regarding policies from the Child Safe Guardian and Red Dragon Pty Ltd.
<input type="checkbox"/> Actively participate in Red Dragon's initiatives to review, evaluate, and improve child safety practices and procedures with our Child Safety Officer.
<input type="checkbox"/> Promptly acquire and send through your Working with Children Check as soon as you turn 18 or when renewing to be verified by Red Dragon Taekwondo Pty Ltd.
<input type="checkbox"/> Promptly report any concerns or suspicions of child abuse, neglect, or potential risks to the designated Child Safe Guardian or senior Instructors.
<input type="checkbox"/> Understand and comply with legal obligations to report suspected child abuse or neglect to the appropriate authorities.
<input type="checkbox"/> Prioritise the best interests of the child and promote their well-being, development, and safety.

All staff, volunteers, families, and community members are encouraged to speak up if they have concerns about the safety of any child. Complaints about a breach of this Child Safe Code of Conduct must be reported to our Child Safe Guardian, Sabrina Walsh.

Sabrina Walsh can be contacted on 0477500266 or at s.walsh2@outlook.com

Some breaches of this code of conduct may need to be reported to NSW Police, the Department of Communities and Justice and the Office of the Children's Guardian. Our Child Safe Reporting Policy provides more information about our reporting obligations to external authorities and addresses protections and confidentiality provisions for anyone making a report. You can ask for the policy or it has also been made available on our website: <https://www.reddragontkd.net>

Staff and volunteers who breach our *Child Safe Code of Conduct* may also be subject to disciplinary action. These of which may include increased supervision, appointment to a different role, suspension, or termination from Red Dragon. Detailed descriptions of breaches can be found in our disciplinary policy.

You may ask for the policy or it is available on our website: <https://www.reddragontkd.net>

***PLEASE NOTE:** An adult in child-related work, in an organisation will commit an offence if they know another adult there poses a serious risk of abusing a child (under 18 years), and they have the power to reduce or remove the risk, and they negligently fail to do so. (Section 43B of the Crimes Act 1900) All adults in NSW are required to report information to the police if they know, believe or reasonably ought to know that a child (under 18 years) has been abused. (Section 316A of the Crimes Act 1900)*

I have read this Code of Conduct and agree to abide by it and its terms.

Name: _____

Signature: _____

Date: _____

WWCC Number: _____

WWCC Expiry date: _____

Last reviewed: _____

Next review date: _____

Responsible officer: _____