

HBA CHILD SAFETY GUIDELINES

OUR COMMITMENT TO CHILD SAFETY

1. HBA is committed to ensuring child safety throughout our organisation by protecting the safety and wellbeing of all children/young people accessing HBA activities.
2. This commitment is endorsed at the highest level of the HBA and applies throughout all levels of the Association.
3. Recent changes to the law and changes to convention in community attitudes mean that we all have changed responsibilities. Our task is now to inform, train and educate HBA participants and stakeholders about their responsibilities to child safety.
4. In accordance with its commitment to child safety, HBA has developed the HBA Child Safety Statement and these Guidelines.

DEFINITIONS

“Child/Young Person” means a person under the age of 18.

“Child abuse” is defined in the HBA Child Safety Statement. Please refer to the HBA Child Safety Statement if you are unsure of whether particular conduct amounts to “child abuse”.

“HBA Representative” means an HBA administrator, officeholder, employee, volunteer, team manager, coach or any other person with an official role with the HBA

APPROPRIATE CONDUCT AND BEHAVIOUR

5. The purpose of these Guidelines is to provide clear guidance in regard to the treatment of children/young people within HBA. It is designed to ensure a high level of safety to children/young people, and to protect them from abuse and neglect.
6. Children/young people expect and deserve to be safe when participating in HBA-related activities. These Guidelines are intended to support personnel by providing recommendations of standards of care..

TRANSPORTING CHILDREN/YOUNG PEOPLE

7. Transporting children/young people to or from training or match venues by HBA Representatives alone is discouraged. However, it is recognised that at times this is not practical. As such, the HBA recommends that where possible, a HBA representative does not travel alone with a child/young person in their own or rented vehicles to facilitate HBA related activity.
8. In such a case, if the driver is not a parent or sibling, then permission must to be sought from the child/young person’s parent or guardian, it must be expressly given and it must be given in writing before any transportation is to take place (for example, by email or text) unless it is a case of an emergency.
9. HBA discourages HBA coaches from being alone in a vehicle with children. HBA recommends that another HBA Representative accompany the driver in a vehicle with children (if possible).

CHANGE ROOMS

10. The right to children’s privacy must be balanced with their need for safety and protection.
11. The following general principles are considered best practice for use of change rooms (as opposed to going to the bathroom):

- (a) HBA Representatives and parents where practically possible should not be in one-on-one situations with a child or young person, who is not their own child, when they are changing in a change room;
- (b) Children/young people who identify as transgender (people whose gender identity is different from the sex assigned to them at birth) should be consulted on their preference of change rooms and their wishes respected at all time;
- (c) Where practically possible or appropriate a Buddy System should be implemented, where children/young people go the change room and or bathroom in pairs;
- (d) Male HBA Representatives must not enter female change rooms and female HBA Representatives must not enter male change rooms; and
- (e) There should be no photography of children/young people in a state of undress in the change room or bathroom. If images are taken they must be deleted and destroyed immediately and the person taking the photos should be immediately reported to the HBA.

PHYSICAL CONTACT WITH CHILDREN AND YOUNG PEOPLE

- 12. HBA representatives should avoid all unnecessary physical contact with children/young people.
- 13. The HBA understands that some physical contact may be required in the interests of training or coaching the child/young person.
- 14. HBA Representatives should avoid contact with a child/young person that:
 - (a) would appear to have a sexual or suggestive connotation or purpose;
 - (b) is intended to cause pain or distress to the child/young person (for example physical discipline);
 - (c) is initiated against the wishes of the child/young person.

SUPERVISION

- 15. Where practically possible children/young people should not be left unattended at the completion of training or matches.
- 16. Where possible, HBA Representatives should try and avoid a situation where they are left alone with a child/young person.

TEAM MANAGERS

- 17. All team managers must have a current and valid Working With Children Check.

PHOTOGRAPHY OF CHILDREN AND YOUNG PEOPLE

- 18. The following guidelines regarding photographing and/or videoing children are considered best practice by the HBA:
 - (a) obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used (i.e. website, social media, newsletters and coaching and scouting purposes);
 - (b) do not allow the use of camera phones, video cameras or cameras inside changing areas, showers and toilets;
- 19. Any person taking regular photos and/or video on behalf of HBA must have a current and valid Working with Children Check.

USE OF LANGUAGE

- 20. The HBA recommend that the following language/comments are avoided:
 - (a) discriminatory, sexist or racist or homophobic;
 - (b) derogatory, belittling, negative;

- (c) intended to threaten, frighten or intimidate; and/or
- (d) profane (swearing).

SLEEPING ARRANGEMENTS WHEN TRAVELLING (Away)

21. From time to time HBA Representatives may be required to accompany children/young people on overnight, interstate or overseas trips. The following principles may need to be supplemented with additional measures on a case by case basis.
22. When putting in place sleeping arrangements, it is the responsibility of coaches and managers to follow the below recommendations:
 - (a) there are adequate chaperones for children/young people (HBA suggests a 1:6 ratio of chaperones to children);
 - (b) there is at least one chaperone of the same gender as the children/young people on the trip;
 - (c) children/young people should have their own bed.
 - (d) Children/young people are not left in the care of unauthorised persons. For example children shall not be left unattended in accommodation venues;
 - (e) children/young people only share hotel rooms or bedrooms with children of the same gender;
 - (f) children/young people who are transgender are consulted on their choice of sleeping arrangements;
 - (g) children/young people are provided with the contact details of the responsible HBA Representative at all times;
 - (h) children/young people can contact their parent or guardian during their stay; and
 - (i) if children/young people express or report any fear for their safety or allegation of abuse or discomfort in relation to their future safety in any host family or other accommodation, immediate steps are taken to remove them from the location and protect the child from any immediate harm.

SEXUAL RELATIONSHIPS

23. Any sexual behaviour or contact between a HBA Representative and child/young person is prohibited.

USE, POSSESSION AND SUPPLY OF ALCOHOL OR DRUGS

24. HBA representatives should act as positive role models to children/young people and as such HBA representatives are encouraged not to smoke or drink alcohol in front of children/young people.
25. In the case of use, possession and supply of alcohol or drugs (performance enhancing, illicit or prescription drugs), the law is always the minimum and any illegal acts will be referred to the police, without exception.

ELECTRONIC COMMUNICATION WITH CHILDREN/YOUNG PEOPLE

26. HBA representatives should keep all communication to issues directly associated with HBA activities (training and game schedules and information)
27. HBA acknowledges the emergence of new technology and communication media and wishes to enable electronic and social media to be used to benefit HBA and its participants.
28. Wherever possible, email, text messages and social media communications sent to a child/young person should be copied to their parent or guardian.

HBA Representatives should not request a child to keep a communication secret from their parents.