

Safeguards

The safeguards below apply to those Instructors and Volunteers who take on delivery of programs and/or supervision of youth activities as program Leaders, Managers, Coaches, Instructors, Trainers, Officials, Administrators, etc. These are responsible positions and Instructors/Volunteers must adopt the following risk minimisation measures to protect themselves from any misconceptions about their behaviour in performing their assigned roles.

- Do not engage, or allow others to engage, in any of the following:
 - Abusive initiation ceremonies
 - Sleeping in close quarters without a second adult representative, parent, etc. present
 - Aggressive, physically distressing or sexually provocative activities
 - Sexually suggestive comments about or to a youth; and/or
 - Inappropriate or intrusive touching of a youth
 - Share personal contact details (email, phone numbers, social media sites, address etc) with any child associated with the activity/program.
 - Ask for or accept the personal contact details (email, phone numbers, social media sites, address etc) of any child associated with the activity/program.
 - Meet with or communicate with any child associated with Plan's work outside of the scheduled times of any activity/program.

- Maintain an open door policy when conducting briefings, meetings and assemblies of Participants. Invite youth, parents, friends and other Leaders to participate, particularly when performing interviews, transporting youth members and conducting excursions.

- It is advisable to always have two adults present in the company of a single child. Both male and female adults or parents must accompany youth when undertaking programs away from home and especially overnight.

- Children aged 12 years and under must be supervised by an approved adult/carer when a toilet break is required. Children must be accompanied both to and from the toilet.

- For activities involving children aged 12 years and under, the adult supervisor to child ratio should be no greater than 10 children to 1 adult.
- The degree of supervision required for activities involving children aged 13 years and above, is at the organizers/instructors discretion but should still take in to account safeguards and the level of maturity of the children involved.
- In all cases, an attendance record is to be completed each time an activity/program takes place. For children aged 12 years and under, there is an instructor completed attendance sheet or a sign in/out register which must be completed by parent(s)/guardians(s). For children aged 13 years and above, the use of a sign in/out register is at the discretion of the organizer.
- Report any concerns or allegations of child abuse in accordance with HBLN Event procedures within 24 hours.

Instructors must complete the relevant Code of Conduct below.

Instructor's/Volunteers code of behavior (sport related activity)

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviors and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Display control and courtesy to all involved with the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and organisers in the conduct of the sport.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behavior in all interactions.
- Do not conduct or participate in activities under the influence of alcohol or other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviors- see Safeguards.
- Place the safety and welfare of the participants above all else.
- Help each person (participant, organiser etc) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
- Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications to be misrepresented.

I understand and agree to abide by the conditions outlined above.

Name: _____ Position: _____

Signature of Witness: _____ Date: _____

Name and address of witness: _____

Instructor's/Volunteers code of behavior (general activities)

- Encourage and support opportunities for people to learn appropriate behaviors and skills.
- Support opportunities for participation in all aspects of the activity.
- Treat each person as an individual.
- Display control and courtesy to all involved with the activity.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of organisers in the conduct of the activity.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behavior in all interactions.
- Adopt responsible behavior in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviors.
- Place the safety and welfare of the participants above all else.
- Help each person (participant, organiser, etc) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
- Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications to be misrepresented.

I understand and agree to abide by the conditions outlined above.

Signed: _____ Date: _____

Name: _____ Position: _____

Signature of Witness: _____ Date: _____

Name and address of witness: _____
