Cooma Athletics Club
PO Box 1265
Cooma NSW 2630

coomaathletics@gmail.com

CHILD SAFE CODE OF CONDUCT REPORT

Organisation Name: Cooma Athletics Club
Applies To: All staff, coaches, committee members, technical officials, volunteers, and parent helpers.
Effective Date: 22/09/2026 | **Review Date:** 01/09/2027

---

1. Statement of Commitment to Child Safety

Our club is committed to the safety, wellbeing, and empowerment of all junior athletes. We have zero tolerance for child abuse or harm. We are dedicated to providing a safe, inclusive track and field environment where children feel secure and respected, in strict compliance with the Children's Guardian Act 2019 (NSW).

---

2. Working with Children Check (WWCC) & Verification

In line with NSW legal requirements:

- All coaches, committee members, and regular volunteers must hold a valid NSW Working with Children Check (WWCC).
- The club will register as an employer with the Office of the Children's Guardian and verify all WWCCs before any individual works with children.
- A secure register of all verified WWCC numbers, expiry dates, and outcomes will be maintained by the club committee.

---

3. Mandatory Behavioural Standards (Dos and Don'ts)

Physical Contact & Training

- **DO** ensure any physical contact is strictly necessary for instructing an athletics skill (e.g., correcting a high jump approach or shot put grip).
- **DO** ask for the athlete's explicit consent before initiating any instructional physical contact.
- **DON'T** touch an athlete inappropriately, use physical force as discipline, or engage in horseplay/rough physical games.

1-on-1 Supervision & Transport

Cooma Athletics Club
PO Box 1265
Cooma NSW 2630

coomaathletics@gmail.com

- **DO** maintain the "Two-Adult Rule" at all times. Ensure at least two adults are present during training sessions, trials, or club events.
- **DO** conduct 1-on-1 coaching or discussions within clear line of sight of other adults.
- **DON'T** transport a junior athlete alone in a private vehicle unless it is your own child or you have explicit, documented parental consent in an emergency.

Communication & Digital Media

- **DO** communicate with junior members only via official club platforms, cc'ing parents into emails or using group messaging systems.
- **DO** gain written parental permission before taking or publishing photos/videos of junior athletes on club websites or social media.
- **DON'T** send private messages, direct text messages, or connect via personal social media accounts with any junior athlete.

Change Rooms & Bathrooms

- **DO** respect privacy; if supervision in change facilities is required, ensure two adults of the same gender as the athletes conduct the supervision together.
- **DON'T** enter change rooms while junior athletes are changing unless a safety hazard or medical emergency occurs.
- **DON'T** permit mobile phones, cameras, or recording devices to be used inside any change room or bathroom area.

---

4. Specific Roles & Responsibilities

Role	Key Safety Responsibility
Club Committee	Appoint a dedicated Member Protection Information Officer (MPIO); review risks annually.
Coaches & Officials	Provide safe instruction, use age-appropriate equipment, and strictly enforce the "Two-Adult Rule".
Parents & Guardians	Supervise their children outside official training slots and support positive sideline behaviour.
Junior Athletes	Treat peers with respect, zero tolerance for bullying, and report any safety concerns to a trusted adult.

Cooma Athletics Club
PO Box 1265
Cooma NSW 2630

coomaathletics@gmail.com

5. Reporting Procedures & Legal Obligations

Internal Reporting

Any breach of this Code of Conduct or general child safety concerns must be reported immediately to the club's nominated **Member Protection Information Officer (MPIO)** or Club President.

Reportable Conduct Scheme

As a community sport provider registered in NSW, the club complies with the Reportable Conduct Scheme. Allegations of child abuse or reportable misconduct by staff or volunteers must be reported by the Head of the Organisation (Club President) to the NSW Office of the Children's Guardian within **7 days** of becoming aware of the allegation.

Mandatory Reporting & Emergency Contacts

If a child is in immediate danger, or if there is a belief that a child is at risk of significant harm, external authorities must be notified immediately:

- **Immediate Danger:** NSW Police – **000**
- **Child Protection Helpline:** Department of Communities and Justice – **132 111**
- **Support Service:** Kids Helpline – **1800 551 800**

---

6. Acknowledgement and Sign-Off

All coaches, committee members, officials, and regular volunteers must sign this form prior to commencing club duties.

I, _____, confirm that I have read, understood, and agree to abide by this Child Safe Code of Conduct for Cooma Athletics Club. I understand that breaches of this code may result in disciplinary action, termination of my role, or referral to legal authorities.

WWCC Number: _____ **EXP Date:** _____ / _____ / 20___

Date of Birth: _____ / _____ / _____ (required for verification with Office of Childrens Guardian)

Signature: _____ **Date:** _____ / _____ / 20___
