

---

**TATESWIM**  
**CHILD SAFETY CODE OF CONDUCT**

---

---

## Tateswim – Code of Conduct

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in Tateswim's activities, including instructors, coaches, officials, volunteers and parents.

All staff, volunteers and board members (**you**) of **Tateswim Pty Ltd as trustee for The Tate Family Trust trading as Tateswim (ABN 59 289 096 024) (Tateswim)** are required to observe child safety principles and expectations for appropriate behaviour towards and in the company of children, as noted in this Code of Conduct.

See the end of this policy for 'Definitions'.

### 1. PROMOTING THE SAFETY AND WELLBEING OF CHILDREN

All personnel of Tateswim are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to the Tateswim Child Safety Policy, this Code of Conduct and other organisational policies and upholding Tateswim's statement of commitment to child safety at all times;
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them;
- taking all reasonable steps to protect children from abuse;
- treating everyone with respect, including listening to and valuing their ideas and opinions;
- welcoming all children and their families and carers and being inclusive;
- modelling appropriate adult behaviour;
- listening and responding to the views and concerns of children appropriately, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another;
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification);
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities);
- respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability;
- ensuring as far as practicable that adults are not left alone with a child;
- reporting any allegations of child abuse to Tateswim's Child Safety Officer or leadership, and ensure any allegation is reported to the police or child protection;
- reporting and acting on any breaches of this Code of Conduct or the Child Safety Policy, complaints or concerns appropriately and treat them seriously and with respect;
- reporting any child safety concerns to Tateswim's Child Safety Officer or leadership;

- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe; and
- complying with our guidelines on physical contact with children;
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children; and
- respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

## 2. PROHIBITED CONDUCT

Staff and volunteers must not:

- seek to use children in any way to meet the needs of adults;
- ignore or disregard any concerns, suspicions or disclosures of child abuse;
- use prejudice, oppressive behaviour or language with children;
- engage in rough physical games;
- exchange personal contact details such as phone number, social networking site or email addresses with children, or otherwise have unauthorised contact with children and young people online or by phone;
- develop any 'special' relationships with specific children or show favouritism (for example, the offering of gifts, special treatment or inappropriate for specific children);
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate physical touching. Touching may be appropriate only in circumstances where it is required for example positioning the child's arm to assist with their swimming stroke);
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes or changing with a child alone in a change room;
- put children at risk of abuse (for example, by locking doors);
- give lifts to children (even if their parent/guardian consents);
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- use inappropriate language in the presence of children;
- express personal views on cultures, race or sexuality in the presence of children;
- discriminate on the basis of culture, race, ethnicity, age, gender, vulnerability, sexuality or disability;
- have contact with a child or their family outside of our organisation without our Child Safety Officer's knowledge and/or consent (for example, no babysitting or social engagements). Accidental contact, such as seeing people in the street, is appropriate;
- have any online contact with a child or their family (unless in accordance with the Social Media Policy below); or
- ignore or disregard any suspected or disclosed child abuse.

## 3. SOCIAL MEDIA POLICY

Transparent communication with students and children is central to Tateswim's Code of Conduct. All personnel of Tateswim are required to:

- when communicating online with students, only use your Tateswim company email or official Tateswim social media account;
- use the official Tateswim social media account to update closed Facebook groups on training;
- where practicable, when communicating with students via email, carbon copy the student's parent/guardian and/or another senior staff member;
- only communicate online with students in respect to their swimming training schedule, swim meet schedule and matters directly relating to coaching or training (no other matters should be discussed); and
- not contact or communicate with students via your private email, mobile phone or social media accounts.

#### 4. DEFINITIONS

**Child or young person** means a person under the age of 18 years.

**Child abuse** includes:

- 1) any act committed against a child involving:
  - a) a sexual offence;
  - b) grooming offences under section 49M(1) of the *Crimes Act 1958* (VIC);
- 2) the infliction, on a child, of:
  - a) physical violence
  - b) serious emotional or psychological harm.

**Child safety** includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk or child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse.

**Child Safety and Wellbeing Policy** means our Child Safety and Wellbeing Policy available at [tateswim.com.au/child-safety](https://tateswim.com.au/child-safety).

**Parent / guardian / carer (parent):** In relation to a child means any person who has parental responsibility for 'major long-term issues' as defined in the *Family Law Act 1975* (Cth) or has been granted 'guardianship' for the child pursuant to the *Children, Youth and Families Act 2005* (Vic) or other state welfare legislation.

**Tateswim** means Tateswim Pty Ltd as trustee for The Tate Family Trust trading as Tateswim (ABN 59 289 096 024).

---

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Tateswim's Child Safety Officer or leadership.

**If you believe a child is at immediate risk of abuse you should phone 000 immediately.**

**For staff and volunteers:**

I agree to adhere to this policy:

Name: .....

Signature: .....

Date: .....

Tateswim Pty Ltd as trustee for The Tate Family Trust trading as Tateswim ABN 59 289 096 024

**Child Safety Officer:** Greg Tate

**Email:** [greg@tateswim.com.au](mailto:greg@tateswim.com.au)

**Child Safety Code of Conduct last reviewed on: 28<sup>th</sup> June 2023.**

**Child Safety Code of Conduct due for review on: 28<sup>th</sup> June 2026.**