

# EMPLOYEE AND GYMNAST COMMUNICATION POLICY

## WAVERLEY GYMNASTICS CENTRE



### PURPOSE

This document outlines the Waverley Gymnastics Centre (WGC) Policy in relation to employee and gymnast communications.

### SCOPE

As part of the WGC ongoing commitment to child safety and wellbeing, we endeavour to ensure all communication between WGC employees and WGC gymnasts is conducted in a professional and transparent manner. Due to the imbalance of power between a WGC employee and gymnast, WGC prohibits private contact between the two parties at any time.

*Please note - This same policy is applicable to a gymnast/coach or employee as a child under the age of 18/coach or employee unless stated otherwise.*

### POLICY

- All correspondence between WGC employees and WGC gymnasts must occur via one of the following methods:
  - Text message
  - Email
- Under no circumstances are WGC employees and WGC gymnasts to be in private or public contact on social media platforms without the proper pre-approved consent (see exemptions paragraph).
- All correspondence with a WGC gymnast *under the age of 18 years* must include a parent/guardian, unless it involves a child safety or protection issue. In such instances correspondence may involve the relevant WGC Manager or Child Wellbeing Manager.
- All correspondence with a WGC gymnast *over the age of 18 years* must include either a parent/guardian or the relevant WGC Manager or Child Wellbeing Manager.
- WGC employees are not to be alone with a WGC gymnast including both inside and outside WGC facilities and programming. If there is a risk of this happening, the WGC employee is responsible for ensuring this does not occur.

Parents/guardians or gymnasts can call the office to pass on a message to a specific WGC employee if this is their preferred method of contact.

### Exemptions

WGC recognises that within WGC programming, there may be pre-existing personal relationships that have been formed prior to/outside of the parameters/employment with WGC. In such circumstances, exemptions to the employee-gymnast communication policy can be made where:

- A parent/guardian of the child under the age of 18 has provided written consent
- A gymnast over the age of 18 and WGC employee provide written consent

Exemptions can be requested via [childwellbeing@wgc.org.au](mailto:childwellbeing@wgc.org.au).

### BREACH OF POLICY

Breaches of this policy include but are not limited to:

- WGC employees contacting WGC gymnasts in private correspondence via the incorrect communication methods.

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- WGC employees contacting WGC gymnasts under the age of 18 in private correspondence without including a parent/guardian.
- WGC employees contacting WGC gymnasts over the age of 18 in private correspondence without both the employee and gymnast having previously provided written consent, or a relevant WGC Manager or Child Wellbeing Manager.
- WGC gymnasts contacting WGC employees in private correspondence via the incorrect communication methods.
- WGC gymnasts contacting WGC employees in private correspondence without including a parent/guardian or a relevant WGC Manager or Child Wellbeing Manager.

### ***Breach of Policy Reporting Process***

For any breaches or complaints related to this policy please contact the appropriate WGC employee as outlined in the WGC Questions and Concerns Procedure located at the following link: <https://www.wgc.org.au/policies/>

WGC will follow the complaints procedure as per the Gymnastics Australia (GA) Member Protection Policy located at the following link:

[https://www.gymnastics.org.au/images/national/About\\_Us/By\\_laws\\_Policies\\_Tech\\_Regs/Member\\_Protection\\_Policy\\_0219.pdf](https://www.gymnastics.org.au/images/national/About_Us/By_laws_Policies_Tech_Regs/Member_Protection_Policy_0219.pdf)

The below outlined process is applicable to WGC staff, volunteers, gymnasts and relations in regard to breach of policy.

Offence	1 <sup>st</sup> Occasion	2 <sup>nd</sup> Occasion	3 <sup>rd</sup> Occasion	4 <sup>th</sup> Occasion
Unsatisfactory conduct	Formal verbal warning	Written warning	Final written warning	Termination
Misconduct	Final written warning	Termination		
Serious misconduct	Termination			

*Unsatisfactory conduct* is defined as where the conduct involves a substantial or consistent failure to reach or maintain a reasonable standard of competence and diligence.

*Misconduct* is defined as a substantial or intentional disregard of the employer's interests.

*Serious misconduct* is defined as wilful or deliberate behaviour by an employee, participant or participant family member that is inconsistent with the continuation of the contract of employment, WGC Codes of Conduct and causes serious and imminent risk to:

- the health or safety of a person; or
- the reputation, viability or profitability of WGC or the gymnastics community.

If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or termination, and full details will be provided.

There may be occasions where the conduct of the individual/s is serious enough to by-pass one (or more) of the above steps and move immediately to a first and final written warning or termination.

WGC Management retains the right to take in to account the severity of a misconduct and use their discretion accordingly in relation to disciplinary proceedings.

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### *Policy Promotion*

This policy is available to all WGC staff, volunteers, gymnasts and relations, and the broader gymnastics community, via the WGC website at <https://www.wgc.org.au/policies/>.

This policy will be communicated to all WGC staff, volunteers and gymnasts by the WGC Child Wellbeing Manager, or in their absence the Club Director (or delegate), at the beginning of each calendar year.

### POST EMPLOYMENT RESTRAINTS

WGC reminds all employees that their implied and express contractual obligations, including WGC and GA policies, continue to apply for a post-employment period of six months.

### APPROVAL AND REVIEW

<b>Approved By:</b>	Stuart Ireland, Vice President, WGC
<b>Review Date:</b>	October 2021
<b>Policy Owner:</b>	Child Protection and Policies Compliance Manager/ Governance Sub-Committee
<b>Contact Details:</b>	<a href="mailto:compliance@wgc.org.au">compliance@wgc.org.au</a>