WAVERLEY
Gymnastics Centre

Child Safe Code of Conduct

August 2026

Authorisation

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1	Child Safeguarding	07/2024	WGC Committee	20/08/2024	20/08/2025
2	WGC	08/2025	WGC Committee	20/08/2025	20/08/2026
3	WGC	08/2026	WGC Committee	15/09/2026	15/09/2027

Table of Contents

1. Purpose ---------- 3
2. Scope ---------- 3
3. Terms and Conditions ---------- 3
4. Reporting and Breach of the Code of Conduct ---------- 5
5. Safeguarding Responsibilities---------- 5
6. Professional Boundaries ---------- 5
7. Communication ---------- 6
8. Supervision ---------- 7
9. Positive guidance (Discipline) ---------- 7
10. Physical Contact ---------- 8
11. Use of Toilets, Changerooms and Locker Rooms ---------- 9
12. Use of Photographic and Video Devices ---------- 10
13. Use of Electronic or Online communication ---------- 11
14. Overnight Stays ---------- 11
15. Transport ---------- 12
16. Responding to a Breach of this Code of Conduct ----------13
17. Related Policies and Procedures ----------13
18. Version History ---------- 13
19. Signed Acknowledgement ----------13

1. Purpose

Waverley Gymnastics Centre (WGC) is committed to providing an inclusive, safe and fun environment where all gymnasts can thrive. WGC recognises the important role that personnel have in leading by example to contribute to a happy and healthy environment at WGC.
All personnel are required to uphold WGC's values when interacting with gymnasts and with each other:

- Child Centred, Child Safe
- Excellence Through Innovation
- Respect
- Teamwork
- Inspire
  Integrity

The *Child Safe Code of Conduct* ('this Code of Conduct') outlines the minimum standard of behaviour required from personnel. It provides guidance on what is appropriate and inappropriate behaviour when interacting with gymnasts.

2. Scope

This Code of Conduct extends to all aspects of activities and programs provided by WGC, which involve, result in or relate to contact with gymnasts (including contact in the physical and online environments). This Code of Conduct applies to all individuals who conduct work for, or are connected to WGC in a paid or unpaid capacity, including:

- Committee members
- Club CEO
- Staff
- WGC judges
- Contractors and sub-contractors, including sports medicine physicians and physiotherapists

(collectively referred to in this Code of Conduct as 'personnel').

3. Terms and Definitions

For the purposes of this Code of Conduct:

Table 1: Terms and Definitions

Term	Meaning
Child	Refers to a person under the age of 18 years, unless under the law applicable to the child, majority is attained earlier. Reference to child includes young person, and reference to children includes young people.
Child abuse	Refers to acts or omissions (neglect) that result in, or have the likelihood to result in, harm to a child. The forms of child abuse are: • Physical abuse • Sexual abuse • Emotional abuse • Neglect

	• Exposure to family or domestic violence.
Child Safeguarding and Wellbeing Manager	Refers to the individual appointed by WGC responsible for matters relating to child safety and wellbeing, including the management of child safety complaints.
Child Safeguarding and Wellbeing Committee Officer	Refers to the volunteer committee member responsible for overseeing child safety matters at WGC and supporting the Child Safeguarding and Wellbeing Manager in responding to child safety complaints.
Emotional abuse/ Psychological abuse	Refers to inappropriate verbal or symbolic acts by an adult towards a child and/or a pattern of failure over time to provide a child with adequate non-physical nurturing and emotional availability.
Exposure to Family or Domestic Violence	Refers to any form of abusive behaviour by a person towards another family member. The abuse can be physical, sexual, emotional, psychological, economical, threatening, or coercive type behaviour. It is also a form of abuse when a child is exposed to, hears or witnesses any of the effects of the abusive behaviours.
GA	Gymnastics Australia.
Gymnast	Refers to an individual who participates in WGC's programs (includes children, young people and over 18 gymnast).
Neglect	Refers to the failure to provide a child with conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing, such as: • Food • Clothing • Shelter • Hygiene • Medical attention, or • Adequate supervision. Neglectful behaviours are an act of omission, or by wilful choice.
Physical Abuse	Refers to the use of deliberate physical force against a child that intentionally or unintentionally results, or has the likelihood of resulting, in harm.
Sexual Abuse	Refers to when a person exposes a child to, or involves a child in, sexual activity that: • The child does not fully comprehend • The child is unable to give informed consent to • The child is not developmentally prepared for, and • Is contrary to acceptable community standards.
Staff	Refers to any person who is employed by WGC (paid and unpaid).
WGC	Waverley Gymnastics Centre.

4. Reporting a Breach of the Code of Conduct

WGC fosters an environment where all individuals are encouraged and supported to raise child safety concerns. Allegations relating to a breach of this Code of Conduct should be reported to the Child Safeguarding and Wellbeing Manager or the Child Safeguarding and Wellbeing Committee Officer.

Appropriate and Inappropriate Behaviours when Interacting with Gymnasts

5. Safeguarding Responsibilities

Personnel are required to:

- ✓ Provide a safe, welcoming and inclusive environment that places health, welfare and wellbeing of gymnasts above all else
- ✓ Adhere to WGC's *Child Safety and Wellbeing Policy* and this *Code of Conduct*
- ✓ Comply with Gymnastics Victoria and GA codes of conduct, codes of ethics, rules, policies and procedures
- ✓ Report any concerns, allegations, or disclosures of child abuse or harm in accordance with WGC's *Child Safe Complaints Handling Procedure*
- ✓ Provide inclusive programs for participation in gymnastics to gymnast with diverse needs
- ✓ Listen and respond appropriately to a gymnast if they raise a safety concern
- ✓ Comply with child safe legal obligations as applicable in Victoria
- ✓ Report any breaches of this Code of Conduct.

6. Professional Boundaries

Related policies and procedures listed below are documents directly related to, or referenced in, this Policy:

Personnel are required to:

- ✓ Uphold and conduct themselves in accordance with WGC's Coaching Commitment Statement
- ✓ Conduct all interactions and communications with gymnasts within the scope of their assigned roles and responsibilities
- ✓ Treat all gymnasts equally, regardless of their gender, culture, race or disability
- ✓ Be a positive role model for gymnasts by displaying discipline, respect, care and diligence towards other coaches, gymnasts and all others involved in our sport
- ✓ Ensure requests of gymnasts' time, energy and enthusiasm are appropriate
- ✓ Be aware of the role of the coach as an educator which includes imparting knowledge and skills and promoting desirable personal and social behaviours.

Personnel are prohibited from:

- × Being alone with a gymnast outside of WGC programs (online and in physical environments)
- × Forming close personal friendships with gymnasts outside of WGC

- × Encouraging a gymnast to keep secrets, such as asking them not to disclose interactions to a parent/guardian
- × Providing any form of support to a gymnast or their family unrelated to the scope of their role, where there is no existing social, personal, or family relationship (e.g. financial assistance, babysitting, provide accommodation)
- × Engaging in unwanted or unwelcome behaviour that would make a gymnast feel offended, humiliated or intimidated
- × Engaging in any sexual behaviour with a gymnast
- × Undressing in front of or exposing themselves in any way to a gymnast
- × Accepting invitations to attend private social events with gymnasts and/or their families, without notifying and obtaining approval/permission from the Child Safeguarding and Wellbeing Manager
- × Sharing overly personal information with a gymnast e.g. financial or relationship problems
- × Purchasing gifts or other items for gymnasts without prior authorisation from the Child Safeguarding and Wellbeing Manager and the knowledge of parents/guardians. If permission is granted, the approved gift will be the same for all gymnasts.
- × Smoking, vaping or consuming alcohol in front of gymnasts at any point during WGC programming (including WGC facilities, trip accommodation, external competition venues and team activities)
- × Supplying alcohol, drugs, tobacco, vaping substances or pornography to gymnasts
- × Being under the influence of any alcohol, illicit drugs, medication, or fatigue that may impair their ability to perform their role
- × Allowing bullying to occur between gymnasts
- × Giving a gymnast special attention or isolating them from peers to engage in inappropriate behaviour
- × Supplying or administering medicines, except when permitted by law or with the consent of the gymnast's parent, and under a valid prescription for that gymnast and at the prescribed dosage.

7. Communication

Personnel are required to:

- ✓ Use clear, direct, age-appropriate language that promotes positive encouragement
- ✓ Listen to and respect what gymnasts have to say
- ✓ Use positive language that creates a healthy, enjoyable and inclusive environment
- ✓ Focus on a gymnast's positive behaviour to build self-confidence and competence

- ✓ Promote positive peer relationships amongst gymnasts
- ✓ Intervene if a gymnast, parent/guardian or anyone else uses negative language or tone and emphasise that such behaviour is inappropriate
- ✓ Communicate with gymnasts and their families exclusively through authorised WGC channels, such as work email or phone.

Personnel are prohibited from:

- × Publicly embarrassing, humiliating or belittling a gymnast e.g. name calling, derogatory comments about appearance
- × Using stereotypes, sexual connotations, innuendo, sarcasm, abusive, derogatory, offensive, racist, discriminatory, or sexual language when communicating with a gymnast
- × Using obscene gestures and language
- × Discussing inappropriate adult themes in a gymnast's presence
- × Having inappropriate conversations or enquiries of a sexual nature e.g. questions about a child's sexuality or their sexual relationship with others.

8. 👁 Supervision

Personnel are required to:

- ✓ Ensure that gymnasts are supervised by a minimum of 2 WGC staff members i.e. supervised directly by 1 WGC staff member and one other WGC staff member present in the same room or facility
- ✓ Ensure they remain in a position to responsibly observe gymnasts, respond to their individual needs and respond to concerns as soon as practicable
- ✓ Remain easily accessible, and within sight of other WGC staff while interacting with gymnasts.

Personnel are prohibited from:

- × Being alone with gymnasts in a direct, unsupervised capacity
  Note: *Except in an emergency setting where a gymnast's safety is at risk.*
- × Allowing a gymnast to go with another parent/guardian without the written consent of the authorised parent/guardian
- × Engaging in unnecessary conversations with another adult that may distract from effective supervision of the group
- × Taking a gymnast or groups of gymnasts to areas where they cannot be observed by other WGC staff, or into lockable rooms
- × Texting, talking, or browsing on a mobile phone when supervising gymnasts
- × Leaving gymnasts without supervision.

9. ☻ Positive Discipline

Personnel are required to:

- ✓ Set clear guidelines for expected standards of behaviour for gymnasts
- ✓ Be calm and firm when addressing a gymnast's poor or inappropriate behaviour, and redirect the gymnast's behaviour in a positive manner
- ✓ Support gymnasts to understand what behaviours are appropriate and inappropriate
- ✓ Create an environment where gymnasts feel safe to raise any concerns
- ✓ Implement WGC's *Positive Coaching Focus Areas* including:
    - Taking a moment where possible to encourage, assist or support another coach
    - Focusing feedback on what the gymnast did well first, then what they can focus on next
    - Reminding gymnasts that they are doing what they love, and encouraging them to smile and enjoy the session
    - Starting each session by reminding gymnasts what went well at the last session and how this connects to the plan for the current session
    - Encouraging gymnasts to believe in themselves and challenging them to take risks and have confidence in their ability
    - Concluding each session by explaining what was achieved and how this fits into the long-term plan for skill development and success.

Personnel are prohibited from:

- × Using training drills that are not suitable for the psychological and physical development stage of the gymnast
- × Imposing any form of punishment that causes a gymnast to experience physical pain or discomfort
- × Isolating a gymnast from the group as a form of punishment
- × Imposing degrading, cruel or frightening punishments or disciplinary measures
- × Forcing a gymnast to do something against their will.

10. 🤝 Physical Contact

Personnel are required to:

- ✓ Communicate to gymnasts the purpose of physical contact and how spotting techniques may be used throughout the program. Coaches should:
    - Deliver a brief education session on physical contact / spotting techniques at the start of each term as per our Spotting Awareness initiative and Gymnastics Victoria guidance
- ✓ Where possible, use verbal directions rather than physical touch, e.g. ask a gymnast to move in a certain way as opposed to physically placing the gymnast in the required position
- ✓ Use non-intrusive touch to comfort a gymnast who is upset or to encourage a gymnast to participate, e.g. handshake or pat on the back/upper arm.
- ✓ Be attentive and respond appropriately to signs that a gymnast is uncomfortable with physical contact

- ✓ Immediately report any inappropriate physical contact initiated by the gymnast to the Child Safeguarding and Wellbeing Manager e.g. sexualised or aggressive behaviour.

Please note *physical contact is appropriate in situations where a gymnast's safety or life is at risk, for example if required to provide first aid, treat an injury or attend to a gymnast in an emergency situation*.

Personnel are prohibited from:

- × Engaging in acts that are of a personal nature with a gymnast, such as changing clothes or going to the bathroom, when the gymnast can manage independently
- × Touching a gymnast in areas of a sexual nature e.g. breasts, buttocks or genitals
- × Using intrusive forms of discipline such as smacking, hitting, slapping or kicking
- × Engaging in any physical contact that is against the wishes of the gymnast **except** if such contact is necessary to prevent injury to the gymnast or to others, in which case spotting or catching a gymnast must be appropriate to the specific circumstances and aimed solely at preventing harm to the gymnast
- × Allowing a gymnast to smack or hit another gymnast
- × Initiating, permitting or requesting unacceptable physical contact with a gymnast, e.g. unnecessary and/or prolonged hugging, massages or kisses
- × Creating situations that result in unnecessarily close physical contact with a gymnast, e.g. tickling
- × Threatening to hurt a gymnast through words or gestures
- × Using aggressive force against a gymnast.

11. Use of Toilets, Changerooms and Locker Rooms

WGC adopts the following guidelines in relation to the use of toilets located inside of the WGC gym:

- ✓ If the gymnast is in a 1-hour class (or under the age of 7 years), they must always be accompanied by one of the following:
    - A buddy to accompany the gymnast to the bathroom. For example, gymnasts can nominate 1 or more 'buddies' of a similar age and gender who can go with them.

- ✓ If the gymnast is in a 1.5 hour + class (or over the age of 7 years), they may access the toilet alone.

WGC adopts the following guidelines in relation to the use of toilets located outside of the WGC gym, in the ORC hallway:

- ✓ If the gymnast is in an educational class of any age(under the age of 18), they must always be accompanied by one of the of the following:
    - A parent or guardian
    - A WGC staff member, with another same gender gymnast (if known).
- ✓ If a gymnast is in an educational class and over the age of 18, they must advise their supervisor/coach before using toilets outside of the WGC gym in the ORC hallway

- ✓ If the gymnast is in a competitive class and under the age of 11 years, they must always be accompanied by one of the following (even when accessing the squad locker room):
    - A buddy to accompany the gymnast to the bathroom. For example, gymnasts can nominate 1 or more 'buddies' of a similar age and gender who can go with them.

**Please note,* *in cases where a WGC staff member accompanies a gymnast under the age of 8 years to the toilet outside of the WGC gym (with another same gender gymnast (if known), they are required to remain in line of sight of another WGC staff member. For example, by standing at the door of the toilet entrance.*

Personnel are required to:

- ✓ Ensure adequate supervision of gymnasts in toilets and changerooms, while respecting their right to privacy.
- ✓ Ensure they are supervised by another staff member if taking a gymnast to the toilet or if in the changeroom with gymnasts
- ✓ Knock or announce themselves and wait for approval before entering changerooms to supervise
- ✓ Use an individual closed cubicle, if required to use toilets / changerooms in the presence of gymnasts
- ✓ Comply with WGC's Changeroom and Toilet Policy.

Personnel are prohibited from:

- × Being alone with a gymnast in a toilet or change room
- × Entering toilets or changerooms of the opposite gender
- × Isolating themselves with a gymnast (e.g. taking a gymnast into the cubicle with them)
- × Allowing mobile phones to be used in the toilet or changerooms
- × Undressing or getting changed in the presence of gymnasts
- × Unnecessarily allowing a parent/guardian into toilets or changerooms unless a gymnast requires physical assistance (e.g. a gymnast with disability).

12. 📷 Use of Photographic and Video Devices

Personnel are required to: updated

- ✓ Ensure mobile phones and any other device that can capture, or store images and/or videos remain in a staff room locker or allocated office desk and are not physically brought into the gym at any time (whether coaching or not) with the exception of WGC provided iPads and Emergency Phones .
- ✓ Ensure the context in which they are taking the photo or video is directly related to their participation in gymnastics and will only be used for official purposes
- ✓ Ensure the gymnast's parent/guardian has provided consent (through WGC's Tribe system) prior to capturing photographs and videos

- ✓ Only use a WGC device for any filming, recording, and / or photographing at training for coaching purposes
- ✓ Clearly explain to the parent/guardian how authorised photographs and videos will be used by WGC
- ✓ Ensure photographs or videos taken do not include other gymnasts (who have not provided consent), particularly when they can be identified
- ✓ Ensure images (digital or hard copy) are stored in a manner that prevents unauthorised access
- ✓ Delete and destroy images or videos of gymnasts as soon as they are no longer required
- ✓ Report inappropriate photography/videoing to the Child Safeguarding and Wellbeing Manager
- ✓ Comply with WGC's Media Policy.

Personnel are prohibited from:

- × Taking a mobile phone or any other device that can capture, or store images and/or videos into the WGC gym that is not an approved WGC provided iPad or Emergency Phone, including in a pocket and even if the device is turned off.
- × Taking photos or videos of gymnasts for personal use
- × Using their personal device to take or store photos or videos of gymnasts participating in gymnastics. If WGC cannot provide a WGC device for Coaches to use at external gymnastics events (to take photos/videos for marketing purposes), and the Coach is required to use their personal device, then the following procedure should be followed:
- × On the same day as the event (and within 24 hours), the Coach is required to:
  - Provide the images / videos to the WGC Marketing Manager
  - Delete and destroy images / videos of gymnasts from their personal device.
- × Using a computer, mobile phone, camera, or other device in a way that is inconsistent with this *Code of Conduct*
- × Engaging in any filming, recording, photography or use of mobile phones in changerooms at WGC or at any gymnastics event where permission is not granted
- × Possessing or creating child abuse material.

13.  Use of Electronic or Online Communication

Personnel are required to:

- ✓ Comply with WGC's:
  - Social Media Policy
  - Written Communication Policy
- ✓ Ensure the gymnast's parent/guardian has provided consent (through WGC's Tribe system) prior to posting a photograph or video online, e.g. WGC's website, Facebook, Instagram or TikTok
- ✓ Inform the parent/guardian and the Child Safeguarding and Wellbeing Manager if a gymnast communicates with them outside of their role.

Personnel are prohibited from:

- ✗ Engaging in unauthorised contact with a gymnast online including through social media platforms
- ✗ Posting or sharing images or videos of a gymnast online and on social media platforms, unless it is a direct repost of WGC posted content.
- ✗ Sharing personal or confidential information about gymnasts or their families without prior informed consent of the gymnast's parent/guardian
- ✗ Using a computer, phone, camera, or other device to exploit or harass a gymnast.
- ✗ Sharing images or videos of WGC gymnasts online including through social media platforms that is not a repost of WGC content.

14.  Overnight Stays

Personnel are required to:

- ✓ Adhere to the *Child Safe Risk Assessment* completed for the specific overnight activity/program (including supervision requirements)
- ✓ Ensure a minimum of 2 WGC staff are present and observable by others when conducting room check team meetings and other activities
- ✓ Obtain written consent from the gymnast's parent/guardian prior to the gymnast's participation in an overnight stay Letter of Consent-Overnight Approved.docx
- ✓ Inform parents/guardians of key information prior to the commencement of any overnight activity or program. This may include supervision practices, roles and responsibilities of accompanying adults, and sleeping arrangements.
- ✓ Allow gymnasts to contact their parents/guardians if they feel unsafe, uncomfortable or have any concerns
- ✓ Ensure gymnasts are provided with privacy when bathing, toileting and dressing
- ✓ Observe appropriate dress standards when gymnasts are present, such as no exposure to adult nudity
- ✓ Ensure sleeping arrangements prioritise the safety of gymnasts. For example, gymnasts should not share a bed with other gymnasts, or with another adult.
- ✓ Ensure that if gymnasts share a room, they:
    - Are the same age *(if not possible, then of similar age)*
    - Are the same gender
    - Must not share beds.
- ✓ Ensure that for overnight activities/programs which involve a mix of over 18's and under 18's that they are allocated separate sleeping areas and different times to use toilet / changing facilities
- ✓ Ensure that in mixed-sex teams travel, they are always accompanied by a male and female chaperone.

Personnel are prohibited from:

- ✗ Being accommodated in the same room as a gymnast or sharing a bed with a gymnast

- ✗ Being alone in a room with a gymnast. If an adult presence is required, there should always be more than one gymnast in the room with the adult.
- ✗ Leaving gymnasts unsupervised with unauthorised persons such as accommodation staff or their peers
- ✗ Entering the sleeping / accommodation, shower, toilet or changing facilities that have been designated to gymnasts
- ✗ Exposing gymnasts to inappropriate or pornographic material including through movies, television programs, the internet, magazines or computer games
- ✗ Being under the influence of alcohol or other substances whilst attending overnight stays, **except** when attending approved work-related events, such as an awards night that is included in the overnight stay.

15. 🚗 Transport

Personnel are required to:

- ✓ Seek approval from the Child Safeguarding and Wellbeing Manager prior to providing transportation to gymnasts. The circumstances must directly relate to Gymnastics programs and services. Gaining approval involves providing information about the proposed journey, including:
    - The form of proposed transport e.g. car, train, bus
    - The reason for the journey
    - The route to be followed, including stops or side trips
    - Details of any other persons who will be present, other than staff members who are involved.
- ✓ Seek written approval from the gymnast's parent/guardian prior to travel Letter of Consent-Transport.docx
- ✓ Ensure the gymnast sits in the back seat and is appropriately secured.

Personnel are prohibited from:

- ✗ Providing unauthorised transportation to gymnasts i.e. without the approval from WGC and the gymnast's parent/guardian
- ✗ Allowing unauthorised persons to travel with them in the car e.g. picking up a friend on the route
- ✗ Allowing the gymnast to sit in the front seat
- ✗ Taking gymnasts to their home
- ✗ Making any unnecessary or unplanned stops during the journey
- ✗ Transporting gymnasts whilst under the influence of alcohol or other substances.

16. Responding to a Breach of this Code of Conduct

All breaches of this Code of Conduct will be responded to promptly by WGC. Responses will be managed in a fair, impartial, and supportive manner.

Refer to WGC's *Child Safety and Wellbeing Policy at Section 17: Breaches* and the *Child Safe Complaints Handling Procedure* for guidance on reporting obligations and steps taken in the event of a breach of this Code of Conduct.

17.Related Policies and Procedures

Related policies and procedures listed below are internal WGC documents directly related to, or referenced in, this Procedure:

- Changeroom and Toilet Policy
- Child Safety and Wellbeing Policy
- Child Safe Complaints Handling Procedure
- Written Communication Policy
- Gymnastics Australia Child Safe Practices Booklet
- *Gymnastics Australia Child Safeguarding Children and Young People* Policy
- Positive Coaching Focus Areas
- Social Media Policy
- *Risk Management Framework*
- WGC's Media Policy
- Letter of Consent-Transport.docx
- Letter of Consent-Overnight Approved.docx

18.Version History

Version	Date Amended	Author	Change Details
2	08.2025	WGC	• Added prohibited conduct, taking device that stores/captures images and or videos into the gym. • Added prohibited conduct, sharing images of WGC gymnasts that is not a repost of WGC content. Updated toilet and changeroom supervision requirements.
3		WGC	• Added WGC definition of a child • Added an additional point to Professional boundaries on personal prohibited from engaging in sexual behaviour with gymnast • Use of photographic and video devices, photography policy changed to Media policy • Employee Gymnasts Communication Policy name change to Written Communication Policy • Added letter of consent transport form • Added Overnight accommodation form • Added vaping to professional boundaries

5. Signed Acknowledgement

I have read and understood WGC's Child Safe Code of Conduct. I understand I will be subject to disciplinary action if I breach this Code of Conduct.

Name: _____

Date: _____

Signature _____