

Doc No.:	1001	Version:	02
Revised Date:	30/09/2025	Replaces Version:	0505
Review Date:	30/09/2027	Pages:	14

1. Commitment to Child Safety and Wellbeing

1.1 Archery Victoria and its Affiliated Clubs (Clubs) are committed to the health and wellbeing of all members and others who participate in Archery Victoria's activities. In addition to our commitment to health and wellbeing, Archery Victoria is also committed to ensuring the safety of all of its members, particularly children and young people. We support the rights of children and young people and will act at all times to ensure that a child-safe environment is maintained under our sphere of responsibility. Archery Victoria will listen to children and young people, address their concerns and strive to ensure that they are protected, we will make it clear to Persons in Positions of Responsibility or Authority (PPRA) what their obligations, duties and responsibilities are in relation to this Policy and the protection of children and young people.

1.2 This Safeguarding Children and Young People Policy exists to assist Archery Victoria in creating a safe, positive and inclusive environment for every child and young person attending Archery Victoria's activities. This Policy sets out our commitment to safeguarding children and young people, and outlines the types of behaviour expected from those bound by this Policy.
In addition to the Policy, Archery Victoria has also enacted a Safeguarding Children and Young People Code of Conduct and associated guides

1.3 Archery Victoria and all of its Clubs shall promote and monitor this Policy to the fullest extent possible. Archery Victoria additionally recognises that the responsibility for safeguarding children and young people in archery lies with everyone involved in archery and is not the sole responsibility of the Archery Victoria Board or any one person at any one Club.

1.4 This Policy sets out to create a safe sporting environment for children and young people in archery and relates to, and guides complaints about their safety and well-being. All complaints must be resolved in accordance with the Complaints, Disputes and Discipline Policy.

1.5 This Policy should be read and used in conjunction with the Complaints, Disputes and Discipline Policy; Guidance Note Commitment to the Safety of Children and Young People.

1.6 Nothing in this policy overrides a law of the Commonwealth, state or territory, which takes precedence and must be complied with in the first instance.

1.7 This Policy subsumes the previous Child Safe Sport Policy and the behaviours and processes that were contained within that Policy.

1.8 This Policy, and associated documents enter into force and applies as of 30 November 2025. It will be reviewed on or before 30 November 2027. Unless required by changes to legislation, changes to the Rules Archery Victoria or Archery Australia policies, or as determined necessary by the Archery Victoria Board.

1.9 Copies of all documents can be obtained from the Archery Victoria website. Additional information is available from the Secretary, Archery Victoria.

1.10 Breaches of the Policy after this date may lead to disciplinary sanctions in accordance with the processes provided in the Policy.

2. Responsibilities

2.1 This Policy binds the following people whether they are in paid or voluntary positions:

- Persons appointed or elected to Archery Victoria Board, Committees, Sub-committees or Working Groups;
- Persons appointed or elected to affiliated Club Committees, Sub-committees or Working Groups;
- Support personnel, including Team Managers, Team Coaches, sports trainers and others;
- Affiliated Club's members
- Coaches and Instructors;
- Judges and other Officials;
- Archers, Coaches, Officials at tournaments, events and activities including camps and training sessions held or sanctioned by Archery Victoria or affiliated clubs;
- Parents/guardians, volunteers and spectators at tournaments, events and activities including camps and training sessions held or sanctioned by Archery Victoria or affiliated clubs.

2.2 This policy will continue to apply to a person even after they have stopped their association with Archery Victoria, if disciplinary action against that person has commenced.

2.3 Archery Victoria Board and Committee Members are required to:

- Advocate and promote child rights, empowering and engaging children and young people through support of this Policy;
- Adopt, implement and comply with this policy in its entirety;
- Ensure that the Constitution, By-Laws or other rules and policies include the necessary clauses for this policy to be enforceable;
- Publish, distribute and promote this policy and the consequences of any breaches;
- Adhere to the requirements of the Safeguarding Children and Young People Code of Conduct;
- Promote policy review on a bi-annual cycle, or at a time governed by legislation, regulation, or Archery Australia directions or through outcomes of investigations that promote a change to this Policy;
- Promote and model appropriate standards of behaviour at all times;
- Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability for child protection:
- Deal with any reports of breaches or complaints in a sensitive, fair, timely and confidential manner;
- Apply this Policy consistently;
- Recognise and enforce any penalty imposed under this policy;
- Ensure that a copy of this policy is highlighted, available and accessible to all persons to whom the policy applies;
- Maintain appropriately trained people to receive complaints and allegations of inappropriate behaviour

2.4 Affiliated Clubs (including Coaches, Judges and Officials) are required to:

- Adopt, implement and comply with this Policy in its entirety;
- Ensure that their Constitution, By-Laws or other rules and policies include the necessary clauses for this policy to be enforceable;
- Publish, distribute and promote this Policy and the consequences of any breaches;
- Adhere to the requirements of the Safeguarding Children and Young People Code of Conduct;
- Promote and model appropriate standards of behaviour at all times;
- Develop opportunities for regular discussion to support a culture of continuous improvement and accountability for child protection within their club:
- Report to integrity@archeryvic.org.au any breaches or complaints made under this Policy;
- Deal with any reports of breaches or complaints in a sensitive, fair, timely and confidential manner;

- Apply this Policy consistently;
- Recognise and enforce any penalty imposed under this Policy;
- Ensure that a copy of this Policy is highlighted, available and accessible to all people and organisations to whom the policy applies;
- Maintain appropriately trained people to receive complaints and allegations of inappropriate behaviour, e.g. club Member Protection and Information Officers.

2.5 Member's responsibilities

Individuals bound by this policy are responsible for:

- Making themselves aware of the policy and complying with the codes of behaviour it sets out;
- Adhere to the requirements of the Safeguarding Children and Young People Code of Conduct;
- Placing the safety and welfare of children and young people above other considerations;
- Being accountable for their behaviour;
- Consenting to Archery Victoria screening requirements and any Working with Children Checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18;
- Following the steps outlined in the Member Protection Policy and the Complaints, Disputes and Discipline Policy for making a Complaint or reporting possible child abuse;
- Complying with any decisions and/or disciplinary measures imposed under this policy.

3. Definitions

3.1 In this policy the following definitions are used:

Child means a person under the age of 18 years unless otherwise stated under the law applicable to the child (e.g. for the purposes of child sexual offences in Victoria, a "child" refers to a person under the age of 16 years).

Child abuse is the mistreatment of a child or young person that causes harm, is likely to cause harm or endanger a child or young person's physical or emotional health, development or wellbeing and the child has not, or is not likely to be protected by the parent/s or guardian/s. This includes, but is not limited to emotional or psychological abuse, bullying, grooming, sexual exploitation, neglect and harassment.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Cultural Safety is about creating environments where individuals from all backgrounds feel respected, valued, and free from any form of discrimination or harm related to their cultural identity. Four key principles of cultural safety are awareness, sensitivity, competency, and humility. These principles guide individuals and organizations in creating environments where diverse cultures are respected, understood, and valued.

Grooming is a term used to describe when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child (or their carer, family or supervisor) to lower their inhibitions and prepare them for engagement in a sexual offence.

Grooming can take place in any setting where a relationship is formed including in internet chatrooms, on social media or by other technological channels as well as relationships formed with coaches and officials.

Harm means harm to a child which has any detrimental effect of a significant nature to the person or child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

Harm can be caused by:

- physical, psychological or emotional abuse or neglect;
- sexual abuse or exploitation;
- a single act, omission or circumstance; and/or
- a series or combination of acts, omissions or circumstances.

Sexual offence (Victoria) means a criminal offence involving sexual activity or actions of indecency or any act which exposes or involves a child under the age of 16 years to sexual activity or matters beyond his or her understanding or contrary to accepted community standards.

Sexual offence behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes grooming.

Mandatory reporter means a person who is legally required to make a report to the [Department of Families, Fairness and Housing](#) or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes (but is not limited to) teachers, principals, registered health practitioners, police and welfare-related officers.

Person in a Child - Related Position (Position of Responsibility and Authority) includes; Archery Victoria Board members or committee members, and Club committee members whether elected or appointed, coaches, judges, officials (whether accredited or not), team managers, assistant team managers and other senior positions (paid or unpaid), appointed or ad hoc, whether supervised or not.

Vicarious Liability in sport means that an organization (like a club or association) can be held responsible for the actions of its members, coaches, or other personnel, even if the organization itself didn't directly cause the harm. This is particularly relevant in cases of assault, negligence, or wrongful acts that occur during sporting activities.

3. Recruiting Board Members, Club Administrators and Officials

3.1 These recruitment, screening and training requirements have been developed to provide a fair, safe, consistent, and comprehensive process to engage personnel across our sport. Archery Victoria ensures that the organisation recruits people that are suitably qualified and committed to providing professional, safe, and enjoyable programs to children and young people.

3.2 Archery Victoria has assessed all Board and Club Administration positions, as well as Coaches and Judges as 'Child-Related Positions'.

Positions assessed as 'Child-related' shall have people appointed/elected using a screening process that includes as a minimum a current Working with Children Check.

3.3 Position Descriptions

All new and existing roles that administer and conduct archery in Victoria, should have a position description consistent with the nature of the role. Each role shall have selection criteria applicable to the position; it should be the first step to reducing the risk of appointing someone who poses a Child safety risk.

Selection criteria as a minimum should include:

- Must have experience working with children and young people.
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children and young people.

3.4 Nominations for Positions

All positions identified as Child-related should include the following statement in the position description and nominations for positions: 'Archery Victoria is committed to protecting children and young people from harm. We require all applicants that will work with children and young people to undergo a screening process prior to appointment.'

3.5 Reviews of Nominations

Archery Victoria and affiliated clubs should review nominations prior to voting on or appointing a person to a Child-related position.

During the process, questions regarding the applicant's suitability to work with children should include the following questions:

- Tell us about your awareness and understanding of child protection?
- Outline your experience, competencies, or qualifications in relation to
- working with children?
- List the boundaries that are important when working with children?

- Have you ever had any disciplinary action taken against you in relation to you working with children?

3.6 Child or Young Person Elected to a Child- Related Position

If a person under the age of 18 is elected or appointed to a Child-related position, then Archery Victoria or the affiliated club shall:

- comply with the relevant Working with Children Check legislation;
- undertake appropriate screening;
- ensure that they (and their parent/carer) are aware that they are bound by the Safeguarding Children and Young People Policy, and the obligations associated with Working with Children Check; and
- obtain information about any pre-existing relationships, especially where the applicant interacts personally with another child participant.

3.7 Training

Persons appointed to a Child-related position shall:

- complete the Sport Integrity Australia, Child Safeguarding in Sport Induction online course within 3 months of their appointment. (Sport Integrity Australia eLearning).
- provide a record of completion of the training to the Secretary Archery Victoria for Board members and the affiliated club for club officials. Completion records shall be maintained on file; and
- have access to information regarding their individual child and young people obligations.

4. Working With Children Check

4.1 The Working with Children Check is just one component of maintaining and creating a child safe environment. Under the Working with Children Amendment Act 2016 (Vic) Archery Victoria requires an adult (18 years and older) who seeks, or is in, a position of responsibility and authority and has direct contact with children (under 18 years of age) or who is otherwise required by law, must hold and maintain a valid Working with Children Check.

4.1.1 Archery Victoria requires that:

- Archery Victoria Board must at all times:
 - ensure that every adult who seeks to hold, or currently holds, a position of responsibility or authority with children (under 18 years of age) must gain, prove and maintain a valid working with children check;
 - keep a register and regularly verify status of all members or persons within Archery Victoria and affiliated clubs who hold a working with children check.
- Affiliated Club's must at all times:
 - ensure that every adult who seeks to hold, or currently holds, a position of responsibility and authority with children must gain, prove and maintain a valid working with children check;
 - keep a register of all members or persons within Archery Victoria and affiliated clubs who hold a working with children check;
 - conduct and record a 'regular review' of the status of the working with children check and notify Archery Victoria immediately if the accreditation has been withdrawn. For information and to download the Status Checker Tool go to (<https://www.vic.gov.au/working-with-children-check>) (for the purposes of this policy, regular review means, in the week prior to conducting a major event, otherwise every 3 months);
 - remove a person with a rejected working with children check from a position of responsibility and authority immediately and notify integrity@archeryvic.org.au immediately.

4.2 Where an adult (18 years and older) seeks, or is in, a position of responsibility and authority and has direct contact with children:

- and refuses to seek a working with children check; or
- applies for, but is refused, a working with children check; then
- that person is ineligible to assume or continue in the position of responsibility and authority.

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4.3 A person must obtain a working with children check before they are eligible to assume a position of responsibility and authority within Archery Victoria.

4.4 It is the responsibility of the affiliate club to determine for their operations all roles of responsibility and authority that fit within the Regulation and relevant legislation.

4.5 Exemptions recognised under the Regulation:

- persons under 18 years of age;
- a current serving Victoria Police and Australian Federal Police Officer (If a police officer is suspended or dismissed, they lose their exemption and must apply for a working with children check); and
- teachers who are currently registered with the Victorian Institute of Teaching (*see 4.6)
- parents working/volunteering in the same activity as their child; and
- close relatives (including spouse or domestic partner, parent/step-parent, grandparent, sibling, uncle/aunt (except kinship carers)) working/volunteering in an activity with the related child.

4.6 * Teachers who are currently registered with the Victorian Institute of Teaching (VIT) are no longer exempt if their VIT registration is suspended or cancelled.

Changes to the law were enacted on 1 September 2019 requiring all teachers registered with the Victorian Institute of Teaching to inform Working with Children Check Victoria within 21 days if they do any other paid or volunteer child-related work that is not teaching in a school or early childhood service.

Please note, if teachers do child-related work outside their teaching role without notifying Working with Children Check Victoria, it's an offence carrying penalties.

4.7 The Working with Children Check provisions are mandatory to all Archery Victoria members in positions of responsibility and authority, failure to be in compliance will be a breach of this Policy. Breaches of the Policy may lead to disciplinary sanctions in accordance with the processes provided in this Policy.

4.8 Member Protection Declaration

All persons seeking membership with Archery Victoria and an affiliated club shall be given access to the Member Protection Policy and the Safeguarding Children and Young Person policies. If required an affiliated club official can instruct the person on conditions set down in the policies. The person applying for membership shall complete and sign the Member Protection Declaration. The form shall be filed and maintained by the Club Secretary. Failure to sign will result in membership not being granted.

5. Children or Young People Safe Practices

5.1 Provide Supervision to Children and Young People

Supervision means providing constant and active observation of children, not just being present in the same area. PPRA shall:

- Be aware of each child or young person's location and be able to respond to individual needs and intervene if necessary.
- Maintain supervision ratios appropriate for the event, the age and gender of the children, and the size of the group.
- Keep training sessions, competitions, and events open to observation by parents and carers, creating a safer environment through transparency.
- Avoid being alone with a child or young person unless it's an emergency, and report any such incidents to club officials immediately.
- Have at least one other authorized adult present when children are in a change room.
- Ensure that any medical treatment is performed by an approved person and, where possible, involve parents or carers.
- Provide feedback, especially when of a personalised nature, having at least two adults present and in visible areas.

- Clubs conducting field tournaments and shoots must take into account the make-up of the group and adhere to Child Safe requirements when allocating archers to shoot groups.

5.2 Communication Using Electronic

PPRA should always copy in the parent/guardian in to electronic messages (such as text, email, Facebook or Instagram). Where a parent is not included in the communication:

- Restrict such communication to issues directly associated with Archery Victoria or Club's events, activities or programs.
- Limit the personal or social content in communications to what is required to convey the event-related message in a polite, friendly manner.
- Do not communicate anything that a reasonable observer could view as being of a sexual nature.
- Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
- Do not request a child or young person to keep a communication a secret from their parents or carers.
- Do not communicate with children or young people using internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.

5.3 Gifts to Children and Young People

PPRA should not give gifts to children and young people associated with Archery Victoria or Clubs without gaining prior authorisation from Archery Victoria or the relevant Club and the parents/guardian are made aware of any gift given.

5.4 Physical Contact with Children and Young People

PPRA must not have physical contact with a child or young person unless it is to appropriately correct technique or based on the immediate needs of the child or young person (such as to assist or comfort a distressed young person, and always in the company of a third person. Under no circumstances where it involves touching:

- of genitals, buttocks, or the breasts;
- where it would appear to a reasonable observer to have a sexual connotation;
- where it is intended to cause pain or distress to the child (e.g., corporal punishment);
- that is overly physical contact (e.g. tickling or other roughhousing;
- that is unnecessary (e.g., assisting with toileting when a child does not require assistance); or
- that is initiated against the wishes of the child, except if such contact may be necessary to prevent injury to the child or to others, in which case:
 - physical restraint must be a last resort;
 - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child to prevent harm to themselves or others; and
 - the incident must be reported to club or team management as soon as possible.
- that is physical contact initiated by a child or young person that is sexualised and/or inappropriate, or acts of physical aggression. These should be reported as soon as possible.

5.5 Initiating Sexual Misconduct and Relationships

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, children or young people participating in any Archery Victoria or Club environment.

Engaging in sexual behaviour while participating in Archery Victoria, events, programs or activities is prohibited even if the children or young persons involved are above the legal age of consent.

'Sexual behaviour' is interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution; and/or
- 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

If a child or young person attempts to initiate an intimate sexual relationship with a person of authority, it is that person's responsibility to discourage the approach and to explain why such a relationship is not appropriate.

Members may wish to seek advice or support from the Member Protection and Information Officer or equivalent if they feel harassed. The complaints procedure is outlined in the Complaints, Disputes and Discipline Policy.

5.6 Overnight Stays and Sleeping Arrangements

Overnight stays involving children and young people must be approved by Archery Victoria, with written parent/carer consent obtained prior to the overnight stay. Written approval can include formats such as email or SMS. Where appropriate and possible, consent should also be sought from the child or young person. Practices and behaviour by PPRA involved during an overnight stay must be consistent with the practices and behaviour expected during all other times.

Standards of conduct that must be observed during an overnight stay include:

- children must be provided with privacy when bathing, toileting, and dressing;
- appropriate dress standards must be observed when children are present – such as no exposure to nudity;
- children must not be exposed to inappropriate language or pornographic material in any format;
- children must not be left under the supervision of unauthorised persons such as accommodation staff, or peers;
- sleeping arrangements must not compromise the safety of the children, including:
 - an adult must not sleep alone in the same room as children unless they are the parent or have parental responsibility for those children; and
 - children must not share a bed with an adult or another child;
- children must have the right to contact their parents, or an Approved Person, if they feel unsafe, uncomfortable, or distressed during the stay; and
- parents/carers must be permitted to contact their child if required.

5.7 Change Room Arrangements

Children must be supervised in any change room that is in official use by Archery Victoria or Club, whilst ensuring their right to privacy.

A PPRA must not:

- shower or change at the same time as supervising groups of children;
- be alone with a child in a change room; or
- use any camera or other recording device in a change room.

A PPRA must:

- ensure adequate supervision in public change rooms when they are used, providing the level of supervision required for preventing;
- abuse by members of the public,
- adult users, or
- general misbehaviour, while also respecting a child's privacy.
- ensure that females do not enter male change rooms and males do not enter female change rooms.
- ensure special arrangements that are respectful of the rights to privacy for trans gender children and young people.

5.8 Use, Possess or Supply of Alcohol or Drugs to Children

The use of legal drugs other than alcohol is permitted by a PPRA, provided such use does not interfere with the PPRA's ability to care for children and young people involved in Archery Victoria's or Club's programs, events or activities. A PPRA must not:

- use, possess or be under the influence of an illicit drug in the presence of a child or young person;
- use or be under the influence of alcohol while supervising a child or young person;
- be impaired by any other legal drug such as prescription or over-the-counter drugs while in the presence of a child or young person;
- supply alcohol or drugs (including tobacco) to any child or young person; or

- supply or administer medicines at the prescribed dosage, except when permitted by law or with the consent of the child's parent/carer and under a valid prescription for that child.

5.9 Transporting Children and Young People

- Children and young people may only be provided with transport by a PPRA in circumstances that are directly related to Archery Victoria or Club programs, events and activities.
- Other than in an emergency, a PPRA must not transport children without prior written approval from their parent or carer.
- When transporting children, the PPRA must drive responsibly, not be impaired by alcohol or other drugs/substances, have an unrestricted drivers' licence and to the extent practicable, not be alone in the car with a child or young person.
- Children and young people must only be transported in a roadworthy vehicle where the manufacturer stated capacity is adhered to and seatbelts and child restraints are fitted as required.

Note: Gaining prior written approval involves, providing information about the proposed journey, including: the form of transport proposed, such as private car, self-driven bus, bus with driver, train, plane or boat; the reason for the journey;

- the route to be followed, including any stops or side trips; and
- details of anyone who will be present during the journey other than PPRA.

6. Taking Images of Children

6.1 Photography and the Law

Increasingly use of social media, digital photos and videos has led to questions about when and where it is appropriate to take photos and video in relation to children at sporting events.

In Australia there is generally no law restricting photography of people (including children) in public spaces provided the images are not:

- indecent (i.e., taken within change rooms, toilets or other invasions of privacy) or
- provocative in relation to minors; or
- being used for voyeurism, or
- for the purpose of recording a person's private areas; or
- protected by a court order (i.e., child custody); or
- for commercial purposes (i.e., used for endorsement without permission).

There are some local rules (i.e., some sports have banned taking photos of children), but there is no overall law banning photos (including of children) in public areas.

6.2 Photos or Videos at Archery Events

Clubs should acknowledge that it is not illegal to take photos or videos of children in a public place. At archery events, it is more often than not parents and friends taking photographs of their children, or amateur or professional photographers filming the event.

Some people however may consider photos or videos of their children to be unwarranted or obtrusive. Whilst there is no generally recognised right to privacy in these situations, common sense and courtesy must always apply.

There is a risk that images of children may be used inappropriately or illegally. Archery Victoria requires that individuals, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child who is not their own and ensure that the parent knows how the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets which we control or are used in connection with our sport.

Even though it is not illegal to take photographs in a public place, nor is consent expressly required, we expect that photographers respect the privacy and wishes of others.

If a parent/guardian does not wish their child to be photographed:

- They should approach the photographer and politely request that no photos or video be taken of their child.
- They are not entitled to confiscate a person's camera or mobile phone (and neither are clubs, coaches or team managers).
- If they have politely asked the person to stop taking photos or video, and they refuse:
 - The parent/guardian should report the matter to a Club official stating the reasons why they are concerned.
- Confronting the individual, or acting aggressively toward the person may inflame the situation and lead to an Official complaint against the parent/guardian.
- Archery Victoria expects that all parties act with respect and courtesy at all times.

Affiliated clubs and their members should not post recordings on social media (Facebook, YouTube, Twitter, Snapchat, etc) without permission of the child's parent/guardian. This may create tensions and may expose the poster to personal liability.

If anyone has reason to believe that a person is taking inappropriate images or video:

- They should notify a Club official.
- Also notify Archery Victoria at integrity@archeryvic.org.au

If they believe it is necessary to notify police, they should also advise a Club official of their decision; it may have already been done.

The person should also take steps to remember the person's attire and appearance, including any other identifiable characteristic (eg, car registration, whether known to any other persons, etc).

6.3 Taking and Using photo of children to Promote the Club/Team

Clubs and teams may seek to promote archery in newspapers, magazines, posters, pamphlets, websites, television, this often involves the use of images of children.

Archery Victoria recommends that clubs and teams adopt the following practices for using photos of children:

- Obtain permission from parents/carers and clearly outline the purpose: how is the image going to be used. Where is the image going to be displayed. For how long.
- If the photograph/video is going to be taken at a place away from the Club's usual venue, make sure that parents/carers are aware of this. Give them the option to be present.
- If the Club uses professional photographers, make sure they are aware that any images taken will remain the property of the Club and cannot be used or sold for other purposes. Any digital files must also be destroyed or handed over to the Club.
- Do not allow photographers to be unsupervised or be alone with the children or young people.
- There should be no identifying personal information accompanying photographs, such as the child/young person's name, address or telephone number.
- Only use images of children that are relevant to the Club's activities, such as children participating in archery.
- Decide who will have access to view the images of the children posted to a website. Most websites are public places that any person can access; however, some websites can be more secure by using private pages accessible only to registered members. The practice of using private pages enables members of groups, clubs or other organisations to share information with each other more securely.
- Provide details for parents or other persons about who to contact if they have concerns or complaints around the use of inappropriate images or inappropriate behaviour in obtaining images.
- Clubs should develop approval permission forms (part of the membership sign-on) for obtaining and using images of children.
- If Club/Team Coaches film children for analysis in coaching purposes to improve performances, advise and get permission from the parents/carers.

Note: The above list is adapted from the Australian Sports Commission's best practice guidelines.

6.4 Images of Indigenous or Minority Cultures

Not all cultures and communities are comfortable with photography or video recordings for a variety of reasons. These may include religious or spiritual beliefs, legal issues, or simply general unease at the prospect of being recorded.

Clubs should be particularly respectful when taking photographs or videos involving children of minority groups, indigenous cultures, or other persons or communities with such beliefs.

The Club/photographer should seek permission before taking images or videos involving such groups, and should respect to the wishes of all participants, if asked to cease, do so.

Clubs/photographers should always consider whether its behaviour may be offensive to others.

7. Recognising and Reporting Child Abuse

7.1 Recognising and reporting child abuse in sport is a crucial part in creating a safe environment for children and young people. It involves understanding the different forms of abuse, knowing how to identify potential indicators, and knowing the appropriate channels for reporting concerns. Early intervention is key to preventing further harm and ensuring the well-being of children and young people in archery.

7.2 Types of Abuse in Sport:

Physical Abuse - Any intentional act that causes physical harm or injury. This can include hitting, kicking, or any other form of physical assault, as well as inappropriate or excessive training methods.

Emotional Abuse - Actions that negatively impact a child or young person's emotional, psychological, or developmental well-being, such as verbal assault, humiliation, or intimidation.

Sexual Abuse - Any sexual act involving a child or young person, including grooming, exploitation, and assault.

Neglect - Failure to provide for the basic needs, such as adequate food, shelter, or medical care.

Bullying and Harassment Any behaviour that is intended to intimidate or cause distress. This can include online harassment and body shaming.

7.3 Recognizing Potential Abuse

The following may be indicators of abuse:

- Unexplained changes in a child or young person's mood, behaviour, personality, or social interactions can be indicators of abuse.
- Unexplained or frequent injuries, especially those that are not consistent with sports activities, should be investigated.
- A child or young person who withdraws from participation or social activities may be experiencing abuse.
- Increased fear, anxiety, or reluctance to participate in sports activities could be a sign of abuse.
- Changes in sleep or eating patterns can be associated with emotional or physical abuse.
- Headaches, stomach aches, or other physical symptoms without a clear medical cause can be related to abuse.
- Insults, threats, or other negative comments or actions directed at another child, especially if repeated or persistent, can be a sign of abuse.

7.4 Reporting Abuse in Sport

Any suspicion of abuse towards a child or young person should be actioned:

- If a child is in immediate danger, contact the police or emergency services (Dial 000).
- If there is a reasonable suspicion of child abuse, outside of Archery Victoria, report it to the relevant child protection agency. In Victoria, this is the [Department of Families, Fairness and Housing](#). (1300 360 462)

- If the suspected abuse is occurring within an affiliated club of Archery Victoria, report it to integrity@archeryvic.org.au.
- If the internal reporting process is not adequate, or if the abuse is systemic, consider reporting to [Sport Integrity Australia](https://sportintegrity.org.au) (1300 027 232) or integrity@archery.org.au.
- ensure that the information is handled confidentially and that the child or young person's privacy is protected.

7.5 Important Considerations

Provide ongoing support to the child or young person and their family throughout the reporting and Complaint process.

7.6 Mandatory Reporting

There are circumstances where individuals are legally required to report a Complaint that they receive to the relevant external authority. 'Mandatory reporting' refers to legislative requirements imposed on teachers, registered health practitioners, police and welfare-related officers to report suspected cases of child abuse and neglect to government authorities. Mandatory reporting complaints may result from:

- disclosures of, or observing actual harm, abuse or exploitation of a child;
- the potential risk of harm, abuse or exploitation of a child; or
- breaches of this policy.

7.7 Voluntary Reporting

Anyone can report a concern about a child's welfare, even if they are not a mandatory reporter where the person believes on reasonable grounds that a child or young person is in need of protection from any form of abuse. They may report it to the Complaints Manager, Archery Victoria (integrity@archeryvic.org.au), the Police (000), Department of Families, Fairness and Housing (<https://services.dffh.vic.gov.au/child-protection-contacts>) or the Commissioner for Children and Young People (131 444)

8. Complaints Principles

8.1 Archery Victoria and its affiliated clubs encourages everyone who is involved in archery activities to voice their concerns regarding the safety and wellbeing of members, particularly children and young people. The steps involved to address Complaints, whether they relate to children and young people, members, persons in positions of responsibility and authority, or visitors to Archery Victoria activities, are outlined in the Member Protection Policy and the Complaints, Disputes and Discipline Policy.

8.2 Archery Victoria and its affiliated clubs are committed to:

- addressing any Complaints brought to its attention regarding the welfare, health and safety of all children and young people;
- dealing with all Complaints in a fair, timely and transparent manner;
- escalating Complaints to ensure that appropriate persons and Authorities are involved;
- considering the wishes of the Complainant(s);
- providing communication on a regular basis as to the progress of the Complaint;
- clearly explaining the next steps and options to all parties involved in the Complaint at every step;
- maintaining appropriate confidentiality regarding Complaints, subject always to legal requirements regarding disclosure to deal with the Complaint;
- reporting any serious issues involving children and young people to relevant authorities, in accordance with applicable legislation;
- ensuring that the principles of natural justice and procedural fairness are followed when dealing with Complaints; and
- maintaining appropriate records of Complaints in a safe and confidential manner.

8.3 This Policy is guided by the overarching principles as set out below:

- all matters involving either child abuse or serious criminal conduct should immediately be referred to Police and Archery Victoria;

- where possible, complaints should be dealt with as soon as practical after they become known; and
- if there is uncertainty as to how to deal with a Complaint, seek guidance from Archery Victoria.

9 Record Keeping and Sharing

9.1 Archery Victoria and affiliated clubs must keep records of all Complaints for a minimum of three years, with the exception that child abuse or serious criminal conduct, those records must be maintained for a minimum of seven years.

Records must be maintained in a secure and confidential place – preferably both in electronic and hard copy (if any) versions.

All affiliated clubs will share records with Archery Victoria and provide those records upon request.

Archery Victoria and affiliated clubs shall keep a register of Complaints that is updated after each complaint.

9.2 All Complaints regarding the safety, health or wellbeing of children and young people will be treated as strictly confidential.

10 Making a Complaint

10.1 Complaints may be made by:

- children or young people participating in an Archery Victoria or affiliated club sanctioned activity or event;
- members of Archery Victoria, including parents/carers, archers, coaches, officials or any persons in positions of responsibility and authority;
- other organisations participating in an Archery Victoria or affiliated club activity or event; or
- any person in the general community who has concerns about a person or their behaviour or conduct at an Archery Victoria or affiliated club activity or event.

10.2 Complaints can be made in the first instance to any Archery Victoria Board member, any affiliated club official, any club Member Protection Information Officer (MPIO), integrity@archeryvic.org.au, or directly to Victoria police (000).

10.3 Complaints may be about an act, behaviour, conduct, omission, situation or decision that may be in breach of this Policy. It may cover a:

- child or young person;
- group or organisation;
- single incident or a series of incidents;
- seemingly minor issue or a very serious issue; or
- breach by a member, official, coach or person in a position of responsibility and authority of this Policy or the Safeguarding of Children and Young People Code of Conduct.

10.4 Complaints from Other Organisations

Archery Victoria and its affiliated clubs will work collaboratively, respectfully and ethically with all other sporting, community service and business organisations in respect of any Complaints made in regard to Archery Victoria or its members.

10.5 Initial stages of a complaint

All minor Complaints should be initially dealt with by the club at which the conduct occurred. Clubs will adhere to the procedures set down in the Complaints, Disputes and Discipline Policy.

Where a Complaint relates to a more serious matter, such as allegations of child abuse and sexual misconduct or serious criminal conduct, the club must report it to Archery Victoria Board via integrity@archeryvic.org.au.

Archery Victoria will determine whether Archery Victoria or an external Authority should handle the Complaint.

Archery Victoria may escalate, respond, or refer the Complaint back to the club as it considers appropriate.

0505. Safeguarding Children and Young People

Archery Victoria may take Provisional Action for Complaints involving allegations of child abuse and sexual misconduct or serious criminal conduct in order that additional or potential harm does not eventuate (see 0503 Conduct and Disciplinary Policy).

10.6 Managing the Complaint

Once a Complaint is reported to Archery Victoria, the Complaints Manager must:

- Determine whether or not to report to the Department of Families, Fairness and Housing, Sports Integrity Australia or Victoria Police, or whether to proceed internally. If managed internally the procedures in the Complaints, Disputes and Discipline Policy will be adhered to;
- If a report is made to an external Authority, the parents/carers of children and young persons will be informed of and be involved in the process of the decision to make a notification unless doing so jeopardises the child or young person's safety or the safety of any other person;
- Offer support and counselling as required to the child or young person who has been allegedly assaulted and his/her family, where appropriate;
- Offer support and debriefing to other relevant persons as soon as practicable;
- Once informed of the allegations, provide the alleged perpetrator with access to counselling and support, as appropriate;
- Set a review date to evaluate any changes necessary to the support given to the family of the child or young person. At any stage, the Complaints Manager may increase the extent of support provided to the child or young person and family;
- Ensure no communication will take place between the child or young person or their family and the alleged perpetrator against whom the allegations have been made;
- If Police are involved, they will determine the procedure for communicating with the child or young person, their parents or carers and the Person against whom the allegations have been made; and
- Ensure all Persons privy to information of the Complaint will not discuss it with anyone other than the designated Authorities. They may be required to discuss their allegations with police as legally required.

11 Other Documents to use with this Policy

- Member Protection Policy
- Complaints, Disputes and Discipline Policy
- Guarding Children and Young People Code of Conduct
- Code of Conduct for Teams
- Member Protection Declaration
- Risk Management Plan
- Responding to the Risk of Abuse Poster

12 Relevant Legislation

- Relevant Commonwealth or Victorian legislation — for example the [Child Wellbeing and Safety Act 2005 \(Vic\)](#)
- Childsafe Standards 2016 Update 2022 <https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/>
- Working with Children Act 2005 <https://www.legislation.vic.gov.au/as-made/acts/working-children-act-2005>