



UNITED
SWIMMING



UNITED SWIMMING CHILD PROTECTION AND SAFEGUARDING POLICY



WWW.UNITEDSWIMMING.COM

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1. Policy intent

Aligned with Swimming Australia's Safeguarding Children and Young People Policy (2024)

This policy aligns with:

- Swim Australia's Safeguarding Children and Young People Policy (2024).

United Swimming adopts a zero-tolerance approach to harm, abuse, or neglect of children and young people (under 18 years). We commit to:

- Providing a safe, inclusive environment for all participants.
 - Complying with NSW Children and Young Persons (Care and Protection) Act 1998 and Child Protection (Working with Children) Act 2012.
 - Mandating reporting of suspected abuse to NSW authorities (**Child Protection Helpline: 13 21 11**).
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2. Definitions

Aligned with Swimming Australia's definitions (**refer to clause 2 of appendix 1**), additionally including:

- **Child Abuse:** Physical, emotional, sexual abuse, neglect, or exposure to family violence.
 - **Grooming:** Manipulative behaviours to exploit a child.
 - **WWCC:** Working with Children Check under NSW legislation.
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3. Jurisdiction

3.1 Who this policy applies to

- All staff, volunteers, contractors, coaches, and board members.
- Athletes, parents, and partners (e.g., PLC Sydney, Knox Grammar).

3.2 When this policy applies

- During all United Swimming activities (training, competitions, camps).
 - Interactions involving children linked to United Swimming programs.
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4. Prohibited Conducts

United Swimming strictly prohibits any behaviour, action, or omission that compromises the safety, well-being, or dignity of children and young people. This includes, but is not limited to:

- **Child Abuse:** Physical, emotional, or sexual harm, neglect, or exposure to violence.
- **Grooming:** Manipulative conduct intended to exploit or isolate a child.
- **Harmful Behaviours:** Bullying, discrimination, harassment, or inappropriate physical contact.
- **Breaches of Trust:** Violating professional boundaries, unauthorised photography, or supplying alcohol/drugs.

For a comprehensive list of prohibited conduct, definitions, and examples, refer to **Clause 4 of Appendix 1**.

This clause aligns with *Swimming Australia's Safeguarding Policy (2024)* and *NSW child protection laws*. Violations will result in disciplinary action, including suspension, termination, and/or reporting to authorities.

5. Reporting and complaints

United Swimming supports a safe environment for children swimming in our aquatic activities. United Swimming is committed to hearing our children's comments, opinions and concerns with respect and professionalism. All children's voices are heard and acted upon in matters that directly affect them. The facility has an open physical environment both in the pool and in the reception area. Parents are encouraged to be in earshot and can always have full sight of their child.

5.1 Complaints Management and Reporting

- United Swimming promotes a child-focused complaints system and encourages children to speak up.
- United Swimming will not tolerate incidents of discrimination, harassment, bullying or child abuse.
- Staff feel supported to raise concerns about child safety and our children feel safe to raise concerns about themselves and their friends.
- All incidents must be documented in the Incident Report Form (**appendix 8**) and reported to the senior management.
- Anne Yang (General Manager) has been appointed and will manage all complaints.
- All complaints are to be emailed through to info@unitedswimming.com
- All complaints will be investigated within 7 days.

5.2 Immediate response

1. Emergency: Call 000 if a child is in immediate danger.

2. Report to NSW Authorities:

- NSW Child Protection Helpline: 13 21 11
- NSW Police: 000

5.3 Internal reporting

- Submit complaints via United Swimming's Email: info@unitedswimming.com
 - **Child Safety Officer:**
Name: Anna Yang
Email: anna.yang@unitedswimming.com
Phone: 0421 345 363
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6. Child/young person safe practices

United swimming supports a safe environment for children swimming in our aquatic activities. United Swimming is committed to hearing our children's comments, opinions and concerns with respect and professionalism. All children's voices are heard and acted upon in matters that directly affect them. The facility has an open physical environment both in the pool and in the reception area. Parents are encouraged to be in earshot and can always have full sight of their child.

United Swimming follows **Swimming Australia's** Child/Young Person Safe Practices (refer to **Annexure B of Appendix 1**).

7. Recruitment of staff

- United Swimming prides itself on a rigorous selection process when hiring new staff.
- New staff will only be hired after an extensive interview. WWCC (Nationally and Internationally) check received appropriate qualification sought and references check.
- Teachers must renew their teaching licence every three years and are required to undertake regular professional development to maintain and build on their skills.
- Refer to **Appendix 2** for all required documentation from staff.

8. Communications

- Our policy will be discussed during training sessions for all new staff, volunteers, and trainees.
 - This Child protection and safeguarding policy will be available to view on our website.
www.unitedswimming.com
 - Children and parents joining our programs will be informed of the Policy, Code of Conduct and Dealing with Complaints process.
 - By enrolling children at United Swimming parents/caregivers acknowledge and accept that there will be appropriate physical contact between the teacher and the child to ensure swimming skills and confidence in the water are developed.
 - Personal information provided to United Swimming will be treated confidentially. This information may be used to tailor programs and improve the quality of the learning experience.
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9. Safe pool operations

- United Swimming is committed to adhering to the guidelines set down by Royal Lifesaving Australia.
 - <https://www.royallifesaving.com.au/Aquatic-Risk-and-Guidelines/guidelines/GSPO>
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10. Other legislation, industry standards or internal policies

- Child Safe Standards – guide published by the Office of the Children’s Guardian (**Appendix 2**)
 - *Child Protection (Working with Children) Act 2012* (**Appendix 5**)
 - *Children and Young Persons (Care and Protection) Act 1998* (**Appendix 6**)
 - *NSW Child Safety and Mandatory Reporting Procedure* (**Appendix 7**)
 - United Swimming Codes of Conduct (**Appendix 9**)
 - United Swimming Terms and Conditions (**Appendix 10**)
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11. Review


- The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from our range of stakeholders (including staff, members, and partners).

12. Appendices

- [Appendix 1: Swimming Australia Children and Young People Policy](#)
- [Appendix 2: Documents Required for Swimming Instructors](#)
- [Appendix 3: Guide to the Child Safe Standards](#)
- [Appendix 4: 2024 Swim Schools Australia Membership Certificate](#)
- [Appendix 5: Child Protection \(Working with Children\) Act 2012](#)
- [Appendix 6: Children and Young Persons \(Care and Protection\) Act 1998](#)
- [Appendix 7: Child Safety and Mandatory Reporting Procedure](#)
- [Appendix 8: United Swimming Incident Report Form](#)
- [Appendix 9: United Swimming Code of Conduct](#)
- [Appendix 10: United Swimming Terms and Conditions](#)

APPROVAL

CEO: Kevin Taeho Hyun

Signature: 

Date: 20/10/2024

Director of Operations: Dr. Dennis Hyun

Signature: 

Date: 20/10/2024



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