A zebra wearing sunglasses and swimming goggles

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Zeeswim Aquademy’s Child Safe Policy

Our policy guides the business owner, service provider and volunteers on how to behave with children who attend swimming lessons at Zeeswim Aquademy.

The purpose of this document is to demonstrate/outline the standards and expectations of Zeeswim Aquademy towards child safety:

* Zeeswim Aquademy is actively committed to the safety and welfare of children and young individuals
* Zeeswim Aquademy aims to minimise the risk of abuse, misconduct and misuse of positional power
* Zeeswim Aquademy supports the active participation of children attending learn to swim and listen to children’s views and respect what they say.
* To inform service providers and volunteers of their obligations and responsibilities in keeping children safe

Persons this policy applies to:

* The business owners, business owners’ family members and visitors to the residential premises
* Service providers/contractors
* Volunteers
* Children and young individuals
* Service providers/contractors, unpaid trainees, parents, guardians, and visitors to Zeeswim Aquademy

This policy applies to but not limited to:

* All activities that relate to children and young individuals within the learn to swim environment
* Zeeswim Aquademy is committed to child safety within our environment and activities and has a zero-tolerance to child abuse

This Child Safe Policy and related Child Safe Code of Conduct applies to the following groups of individuals:

* Business owners and relatives
* Swim instructors
* Trainees
* Service providers/contractors
* Parents, carers, guardians and other accompanying family

Zeeswim Aquademy defines the forms of child abuse as physical, sexual, grooming, psychological, ill-treatment and neglect and is dedicated to ensuring children and young individuals are safe from these forms of abuse.

* Physical abuse of a child is defined as:

any intentional act causing injury or trauma by way of bodily contact

* Sexual abuse of a child is defined as:

is when someone involves a person under the age of 18 in sexual activities that they do not understand, or that are against accepted community standards including when a person knowingly causes another person to engage in a sex act by threatening or placing the other person in fear, or if someone engages in a sexual act with a person who is incapable of appraising the nature of the act or unable to give consent

* Grooming of a child is defined as:

as an adult manipulating and controlling a child, their family and other support networks (including organisations and the community), with the intent of gaining access to the child, and obtaining their compliance and silence in order to avoid abuse being discovered. It does so by building trust and favouring some children over others in order to isolate and manipulate them. This can involve but not be limited to exposing a child to indecent material or providing a child with an intoxicating substance

* Psychological abuse of a child is defined as:

also known as emotional or verbal abuse, it can include but not limited constant rejection, hostility, teasing, bullying, yelling, criticism and exposure to family violence. Psychological abuse is when an adult deliberately and repeatedly causes a child emotional distress.

* Ill-treatment and neglect of a child is defined as:

all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child’s health, development or dignity

This Child Safe Policy addresses the following behavioural standards and general operating standards while listing appropriate and inappropriate actions:

* Communication – all persons on the Zeeswim Aquademy property must:
  + Communicate in an age appropriate and realistic manner
  + Use language that creates a fun and inclusive environment
* Communication – all persons on the Zeeswim Aquademy property must not:
  + Speak to children and young individuals in a way that may embarrass, scare or stress them
  + Have open discussions about inappropriate adult themes in the presence of children and young individuals
  + Single out a child or young individual in a humiliating manner
  + Use personal social media platforms to communicate with children and young individual people
* Supervision – all persons on the Zeeswim Aquademy property must:
  + Attend the Zeeswim Aquademy property and always remain within the property boundary with their child/ren
  + Never be alone with a child or young individual, where their guardian cannot observe
* Supervision – all persons on the Zeeswim Aquademy property must not:
  + Leave the Zeeswim Aquademy property boundary without their child/ren in their presence
  + Guardians must be present and be able to observe all interactions
  + Permit a child or young individual to go with another parent/guardian without the expression/advice of the authorised parent/guardian in custody matters
  + Provide unnecessary personal care to a child or young individual
* Physical contact – all persons on the Zeeswim Aquademy property must:
  + Request parent/guardian assistance for acts of a personal nature if the child is not capable of doing so themselves
  + Use gentle handling when making stroke corrections or manipulations
  + Only move the child’s body within a comfortable and suitable range of motion
  + Try to keep hands visible above the water’s surface when providing manual support
  + Utilise teaching aids to minimise the amount of physical contact where possible
  + Encourage the child to hold onto your forearms for support
  + Encourage “keep” hands to self” with in class groups
* Physical contact – all persons on the Zeeswim Aquademy property must not:
  + Perform acts that are of a personal nature with the child
  + Touch the child or young individual in areas of a sexual nature such as the breasts, buttock or genitals
  + Force a child into the water, under the water or prevent a child from coming up from under the water
  + Smack or hit as child as a form of discipline
  + Allow a child to smack, hit another student, spit water or intentionally direct water into the face of another student in the class
* Photography and videos – all persons on the Zeeswim Aquademy property must:
  + Obtain informed consent from parents/guardians as per the Zeeswim Aquademy terms and conditions document before taking photos and videos of children and young individuals
* Photography and videos – all persons on the Zeeswim Aquademy property must not:
  + Share personal information, including photos of children or young individuals without the informed consent of the parents/guardians
  + Tag a child or young individual in a photo on a social media platform
  + Use photography or video devices in the toilet area
* Changing facilities - all persons on the Zeeswim Aquademy property must not:
  + Undress when children and young individuals are present
  + Be in one-on-one situations with children or young individuals other than their own child/ren without additional adult supervision
  + Instructors/trainees should avoid undressing when children or young individuals are present – it is not appropriate for an instructor/trainee to undress alongside their students
* Professional boundaries and general professionalism – all persons on the Zeeswim Aquademy property must:
  + Provide Zeeswim Aquademy with current Working With Children Check documentation
  + Ensure all activity and communication occurs within the scope of a swim instructors/trainees’ role and responsibilities
  + Comply with the Child Safe Policy
  + Be ethical, considerate, fair and honest
  + Report breaches of the Code of Conduct to Zeeswim Aquademy management
  + Be alert to risk indicators of child abuse and child grooming
  + Set a good/positive example for children and young individuals
* Professional boundaries and general professionalism – all persons on the Zeeswim Aquademy property must not:
  + Buy gifts or other items for children or young individuals without the knowledge of parents/guardians
  + Be under the influence of any alcohol, illicit drugs, medication or fatigue that may affect your capacity to perform your role
  + Permit bullying to take place between children and/or young individuals
* Online environment – all persons on the Zeeswim Aquademy property must:
  + Interact with the online environment in a manner which supports a positive and safe online culture
  + Share information online which contains appropriate language and content
* Online environment – all persons on the Zeeswim Aquademy property must not:
  + Share information which contains inappropriate language or content
  + Share personal information, including photos of children or young individuals without the informed consent of children and/or their parents/guardians
  + Tag a child or young individual in a photo on social media platforms
  + Publish any content which may embarrass or cause harm to a child or young individual
* Illness and injury:
  + Parents/guardians must not leave children unattended and be in attendance within the Zeeswim Aquademy property boundary at all time and be available in case of an emergency
  + 1st assistance to be rendered in accordance with Royal Life Saving Australia qualifications and procedures
  + Incident report be completed at time of event (blank incident form to be keep onsite at all times)
  + 1st aid supplies to be kept onsite and up to date
  + CPR chart to be prominently displayed
  + All families must provide to Zeeswim Aquademy primary and secondary emergency contact names and number – in addition to the enrolling parents contact details

Breach of policy and code

All swim instructors, trainees, service providers/contractors, parents, carers, guardians and other accompanying family are obliged to report any breaches of the Code of Conduct and Child Safe Policy to the appropriate person (Zeeswim Aquademy owner – Zita Chapman).

If a responsible person believes that the Code of Conduct and/or Child Safe Policy has been breach, they will:

* Act in the best interest of the child or young individual
* Act promptly to ensure that the child or young individual is safe
* In the instance where is reportable complaint or allegation has been made, the matter will be managed as per the Child Safe Policy by Zeeswim Aquademy management by reporting and act on all complaints or observations of abuse to the relevant authorities - including NSW Police, the Office of the Children’s Guardian (OCG), Department of Communities and Justice or the Australian Communications and Media Authority (ACMA).

The Zeeswim Aquademy Code of Conduct and Child Safe Policy will be made available for viewing on the Zeeswim Aquademy website – [www.zeeswim.com.au](http://www.zeeswim.com.au).

A hard copy will be kept onsite and can be viewed upon request.

A copy will also be given to service providers who attend the Zeeswim Aquademy property on a regular basis.

A copy will also be provided to any trainees attending Zeeswim Aquademy

All current and new enrolled families will receive an email copy of the Code of Conduct and Child Safe Policy at the start of each upon enrolment and/or each new calendar year

Consequences of breaching the Code of Conduct and/or Child Safe Policy will result in expulsion/removal from the Zeeswim Aquademy premises permanently and appropriate legal recourse.

Relevant Legislation, policies, documents and resources:

* Office of the Children’s Guardian – eLearning platform
* Children’s Guadian Act 2019
* Child Protection (Working with Children) Act 2012 (NSW)
* Children and Young Persons (Care and Protection) Amendment Act 2024
* Child Protection (Offenders Registration) Amendment Bill 2024
* Children (Protection and Parental Responsibility) Regulation 2024
* Child Safe Standards
* Crimes Act 1900
* Disability Inclusion Act 2014
* Anti-discrimination Act 1977