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Statement of Commitment

The AOGKF is committed to providing a safe and supportive training environment that ensures the safety and wellbeing of children, young people and vulnerable persons.

The AOGKF has developed this Policy and Procedure to foster a safe and supportive environment for children, young people and vulnerable persons by identifying potential risks of harm to these members and implementing strategies to minimise this risk in relation to AOGKF activities.

Who must comply with this Policy and Procedure?

This Policy and Procedure applies to all persons working for or with the AOGKF including but not limited to the AOGKF Executive Committee, Senior instructors and dojo leaders, AOGKF members, students, volunteers and Parents and Guardians.

Definitions

Act means the relevant legislation in each State and Territory in which AOGKF and its members operate. Working with Children (Risk Management and Screening) Act 2000.

Children and young people are individuals under the age of 18 years.

Vulnerable people are defined as people aged under 18 or other individuals over 18 who may be unable to take care of themselves or are unable to protect themselves against harm or exploitation.

Complainant means the person making a complaint.

Contractors are external providers contracted to provide goods or services, which may include without limitation, dojo leader and gasshuku instructors who may be sole operators.

Disclosure of harm occurs when a person, including a child and young person, tells an AOGKF instructor, volunteer or committee member about harm that has happened or is likely to happen.

Harm involves any detrimental effect of a significant nature on the child, young people or vulnerable person's physical, psychological or emotional wellbeing. Harm may be caused by physical, psychological, or emotional abuse or neglect or sexual abuse or exploitation. Harm can be caused by a single act, omission or circumstance or a series or combination of acts, omissions, or circumstances.

Parents and Guardians means a parent, carer or guardian of an AOGKF student who is under 18 years of age or is the carer of a vulnerable person over the age of 18.

AOGKF student means any member training in an AOGKF affiliated dojo, gasshuku, tournament or event (whether organised by AOGKF or by a peer organisation, or an organisation of which AOGKF is a member).

Persons means all persons working for or with the AOGKF including but not limited to the following persons:

- Executive Committee members
- Chief, Vice-Chief, technical advisors and other Senior Instructors
- Teachers and assistants working or volunteering at AOGKF affiliated dojos
- Teachers and assistants working or volunteering at AOGKF organised events, whether affiliated with the AOGKF or with other national or international IOGKF organisations.
- Students
- Any paid or unpaid staff or trainees
- Volunteers.

It is important to note that while instructors may be contracted by AOGKF (to teach at gasshukus, for instance), individual teachers and assistants at AOGKF affiliated dojos are sole operators, separate businesses or are volunteers and not direct employees of AOGKF.

Suspicion of Harm involves any detrimental effect of a significant nature on the child or young person's physical, psychological, or emotional wellbeing. This may include a concern regarding significant changes in behaviour or the presence of new unexplained and suspicious injuries.

AOGKF Code of Conduct for interacting with children and young people

AOGKF Persons, and instructors, hold a special position of trust arising out of the unique nature of their work in developing students to achieve their training aspirations. To ensure AOGKF students are kept safe and protected at all times it is imperative that all AOGKF Persons strive to establish, build and maintain positive relationships with students, particularly children and young people, by abiding by the practices and procedures contained in this Policy and Procedure.

The AOGKF Code of Conduct can be found at Appendix xx

Procedures to minimise harm to children, young people, and vulnerable persons

This section outlines procedures for ensuring that the harm to children, young people and vulnerable persons is minimised in the following situations:

Physical contact

Physical contact with a child, young person or a vulnerable person should only be to:

- Develop karate skills
- Prevent or respond to an injury in an emergency
- Prevent or respond to an injury as part of normal role, and/or
- Meet the specific requirements of Goju Ryu as a martial art.

All physical contact by AOGKF Persons with a child, young person or a vulnerable person should:

- be appropriate for the development of a karate skill
- be congratulatory or comforting in public, not in an isolated setting
- not be initiated by AOGKF Persons, except in accordance with this Policy and Procedure (for example, as set out above)
- be aware of their proximity to children and young people at all times
- follow the above dot points when an AOGKF Person is demonstrating techniques related to specific activities. However, AOGKF Persons also need to ensure they do not compromise the quality of an activity due to concern over having their actions misconstrued. At all times AOGKF Persons should act diligently and conscientiously in their duties, including undertaking activities and demonstrating techniques to children,

young people and vulnerable persons.

- where practicable within a class setting work with children and young people in groups, rather than on a one on one basis. If one-on-one instruction is required, attempt to conduct these sessions in full view of the rest of the class.

Demonstrating technique and/or developing skills

AOGKF Persons are to demonstrate techniques and/or develop skills relating to a particular activity only in full view of other persons and never in private. Physical and emotional safety of the child, young person or vulnerable person should always be paramount.

Being alone with a child or young people

AOGKF Persons should not be alone with children, young people or vulnerable persons and should have at least one other person present (preferably an adult if possible), apart from exceptional circumstances, such as a life threatening situation where first aid is required to be administered.

If a child, young person or a vulnerable person approaches an AOGKF Person and wishes to talk privately about a matter, the AOGKF Person should endeavour to immediately address the situation in an open area and in the sight of other adults (e.g. other instructors, officials, parents/guardians).

Ideally, the AOGKF Person should advise another AOGKF Person or available Parents and Guardians and ask them to stay within sight while the issue is discussed.

Change rooms/toilets

Should the use of change rooms/toilets be required as part of preparation for an activity, it is preferable for Parents and Guardians to be responsible for supervising and having the AOGKF Students appropriately dressed for the scheduled activity. However, if this is not possible, and AOGKF Persons are required to supervise the children, young people or vulnerable persons, appropriate protocols (set out below) should be followed.

These protocols include waiting in close proximity to the entrance of the change room/toilet for the children, young people or vulnerable persons (e.g. in the corridor outside) but not actually entering the toilet/changing facility, unless there is a valid reason to do so, such as in an emergency situation. In this situation, it is preferable for a staff member of the same gender to supervise children, young people or a vulnerable person, although it is acknowledged that this is not always possible.

If an AOGKF Person is required to enter the change room/facility they should, where possible, notify their supervisor (or another adult) of the fact that they are going to enter, and must loudly and clearly announce to the room occupants before entering to ensure privacy and respect for others.

Photos must not be taken in change rooms/toilets.

Overnight trips

AOGKF Students must be accompanied by a Parent or Guardian during any overnight or international trips. AOGKF Persons must not isolate themselves with a child, young people or a vulnerable person at any time, except where they are the parent or guardian or such persons. There must always be more

than one adult with a group of children, young people or a vulnerable person, even if the number of children, young people or vulnerable people is small. If sharing of accommodation is required, a child, young person or vulnerable person must always be under the direct supervision of a parent/guardian and must stay in the same room overnight. If an AOGKF Persons is required to respond to an emergency raised by a child, young people or a vulnerable person on an overnight trip, the AOGKF Persons should, where possible, attend with another adult to address the issue.

Collection arrangements

AOGKF Persons should contact Parents and Guardians to notify of collection procedures. AOGKF Persons must comply with the following procedures:

- Notify children, young people, vulnerable people and their parents/guardians/carers of the times of training and events, when they can expect to collect those they care for and that it is not the AOGKF's responsibility to transport children and young people home if parents/guardians/carers are delayed

- It is desirable that the Parents and Guardians of the second to last child/young or another AOGKF adult wait with the AOGKF Person and the child, young person or vulnerable person until the last child, young person or vulnerable person has been collected. This will enable the AOGKF Person to concentrate on making contact with the parent/guardian/carer of the last child and are not alone with the last child, and

- Ensure that the AOGKF Person has access to a phone so that they can attempt to contact the child, young person's or vulnerable person's parent/guardian/carer in the event that a child/young person or vulnerable person has not been collected in a timely manner.

Transport of children and young people

All children, young people and vulnerable persons should have their own transportation to and from training and events, unless written approval is provided from Parents and Guardians that a team can travel together. In this event, AOGKF Persons should ensure that:

- The travel has been approved by the child's, young person's or vulnerable person's parent/guardian/carer in writing

- The AOGKF Person is not alone with any child, young person or vulnerable person in the vehicle at any time.

Appropriate and positive language and behaviour

AOGKF Persons should seek to adopt positive language and avoid using bad or aggressive language, insults, swearing, criticism, bullying or not giving positive support and encouragement when talking with a child, young person or vulnerable person or in the presence of other children/young people/vulnerable persons. Additionally, AOGKF Persons should avoid inappropriate body language.

Clothing standards

All children, young people and vulnerable people must wear appropriate clothing when attending AOGKF events and training sessions. This includes wearing an appropriate gi, or wearing appropriate sports training gear. Any child, young person or vulnerable person who does not comply with the relevant clothing standards will not be able to participate in the required activity and will be asked to put on appropriate clothing.

Injuries and Illness

Only AOGKF Persons qualified in administering first aid or treating sports injuries should attempt to treat an injury. AOGKF Persons should avoid treating injuries out of sight of others. Other considerations include:

- The comfort level and dignity of the child, young person or vulnerable person should always be the priority
- If necessary, seek medical attention as soon as possible, and
- AOGKF Persons must always report injuries and any treatment to Parents and Guardians, as well as document the incident in the AOGKF Injury report form provided to AOGKF Dojo instructors.
- Injuries or incidents must also be reported to the AOGKF Administrator at admin@australiakarate.com as soon as possible.

Smoking, vaping, alcohol and the use of illegal drugs

Smoking, vaping, and the consumption of alcohol or illegal drugs is prohibited on all AOGKF dojo premises. Responsible adult consumption of alcohol by AOGKF Persons, parents and guardians may occur at official AOGKF social events, such as dinners and award ceremonies (e.g. black belt dinners, gasshuku Karate parties, Sayonara parties, etc.) Children, young people or vulnerable persons attending official AOGKF social events must be accompanied at all times by a parent or guardian, unless they have given written permission for their child to attend with another adult. Excessive alcohol consumption by AOGKF Persons, parents or guardians will not be tolerated at these events, nor will smoking, vaping or illegal drug use.

Photographing children and young people

All AOGKF Persons should be mindful of people at sporting events, particularly those who take photos of children and young people who are participating on behalf of the AOGKF. Any suspicious or irregular activity should be reported to the event organiser for further action.

AOGKF Persons are required to ensure photo consent forms are completed for a child, young person or vulnerable person via the member agreement on annual registration and insurance forms.

At official AOGKF events or dojo events, official photographers will be appointed, and will be identified as such by wearing a name tag.

Use of technology and social media

When on AOGKF premises or representing the AOGKF at an event, AOGKF Persons and AOGKF students must use technology, including mobile phones, and social media responsibly. For instance, AOGKF Contractors may use the internet to research techniques but not to look up inappropriate material not connected with their role.

An AOGKF Person or AOGKF Student who brings the AOGKF into disrepute using technology or social media may be subject to action by the AOGKF. For example, a person may be considered to bring the AOGKF into disrepute if they post an inappropriate picture of themselves wearing an AOGKF branded clothing or gi on social media.

Relationships

AOGKF Persons must not engage in any unlawful activity with or in relation to a child, young person or vulnerable person or engage in any activity that is likely to physically, sexually or emotionally harm a child, young person, or vulnerable person.

AOGKF Persons over the age of 18 years must under no circumstances enter into romantic or sexual relationships with AOGKF persons who are under the age of 18 years. All AOGKF Persons are expected to uphold the values of the organisation to ensure a positive, safe and respectful culture. Those who hold a position of special responsibility (such as an instructor, etc) must not use their position to coerce or influence AOGKF students of any age, including young people and vulnerable persons, into entering a relationship.

AOGKF will not condone the establishment of relationships between persons over 18 years with persons under 18 years. This applies even where parents, carers or guardians of a person under 18 approve of the relationship.

The only exception being, if a previous relationship existed between two AOGKF persons who were under 18 years of age, and one of the persons in the relationship turns 18 years old, the younger person must be over the legal age of consent.

Communication safeguarding

AOGKF persons over 18 years should not contact AOGKF members under the age of 18 directly. Any communications should be directed to the child or young person's parent or guardian. This includes private phone calls, video chats, text messages, social media messages, emails, letters, etc.

Grading invitations that may be handed out at a dojo are the exception. This also applies to bulk style AOGKF or dojo emails and text messages that are of an informative nature and not personally directed.

AOGKF young people may join social media pages, groups and group chats relevant to their dojo or AOGKF and interact publicly in these domains. Young people old enough for social media accounts may befriend adult AOGKF members online, however in all of these circumstances no private interactions of any kind (one on one) are permitted. If a young person contacts an AOGKF person of 18 years and older directly, the older person should not respond but direct all communication through a parent, guardian or carer

Managing suspicions and/or disclosures of child abuse or harm

Policy Statement

The AOGKF is committed to supporting all children, young people and vulnerable people who make complaints no matter the nature of the complaint. However, as the AOGKF does not have any powers to act as a law enforcement agency, tribunal, court or child protection agency, it is not in a position to conduct thorough investigations or make a determination as to the substance of an allegation or a complaint of a serious or criminal nature. Any investigation or decision-making function relating to allegations of a serious or criminal nature involving children, young people or vulnerable people will be referred to the relevant law enforcement or child protection agency in the relevant jurisdiction. The AOGKF will then take any appropriate steps to mitigate the risk to children, young people and vulnerable persons until the relevant agency is able to provide further advice as to the substance of the allegations and the necessary actions the AOGKF should take to protect children, young people or vulnerable persons.

Process

This section sets out the process for managing suspicions and/or disclosures of child abuse or harm. The process is summarised in a flowchart, which AOGKF Persons should be familiar with and regularly refer to.

Reasonable grounds to suspect harm

AOGKF Persons may have 'reasonable grounds' to suspect harm if:

- A child, young person or vulnerable person informs an AOGKF Person that they have been harmed
- Someone else, for example, another child or young person, a parent/guardian/carer, or a staff member, tells AOGKF Persons that harm has occurred or is likely to occur
- A child or young person informs AOGKF Persons they know someone who has been harmed. (It is possible the child may be referring to themselves.)
- AOGKF Persons are concerned at significant changes in the behaviour of a child or young person, or the presence of new unexplained and suspicious injuries,and/or
- AOGKF Persons witness the harm occurring. If this is the case, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance on 000.

Examples of a disclosure of harm

A disclosure of harm may sound like:

- "I think I saw..."
- "Somebody told me that..."
- "I just think you should know..."
- "I'm not sure what you can do, but..."

Responding to a suspicion and/or disclosure of harm

All incidents or disclosures of harm or suspicions of harm are to be taken seriously and actioned immediately, regardless of who perpetrated the harm, in an efficient and effective way. An AOGKF Person should:

- Not react in a shocked or in a critical way or with disbelief to a disclosure.

- Find a private place to talk to ensure confidentiality (preferably in sight of another adult and not in a closed office) and to make the child or young person making the disclosure more comfortable and less concerned.

- Not give an assurance to the child, young person or vulnerable person that the information provided will be kept secret. AOGKF Persons are encouraged to advise the child, young person or vulnerable person that they have done the right thing in making the disclosure but the disclosure must be reported so that someone can help keep them safe.

- Not attempt to conduct their own investigation or mediate an outcome between the parties but refer the disclosure in line with the procedures outlined in this policy to the AOGKF Safeguarding Officer or AOGKF President for appropriate follow-up.

- Only ask enough questions to confirm the need to report the matter. AOGKF Persons should avoid asking probing questions as this could cause distress, confusion and interfere with any later enquiries. For instance, AOGKF Persons should ask non-leading questions such as "What happened then?" or "Can you tell me about that?" as opposed to leading questions such as "Did X touch you?"

- Act on the basis that the information the person is providing is true

- Ensure the child, young person or vulnerable person in question is safe

- Maintain the safety of other children, young people or vulnerable people, and/or

- Inform the AOGKF Safeguarding Officer or the AOGKF President.

Any disclosure of harm is important and must be acted upon, regardless of whether the harm to a child, young person or vulnerable person has been caused by a person from within or outside the organisation.

Documenting disclosure suspicion and/or disclosure of harm

AOGKF Persons must immediately document a disclosure/suspicion of harm, preferably using the Confidential Record of Abuse Allegation form provided to instructors. In the event that the record is not readily available, the AOGKF Persons must take comprehensive notes, recording the following information:

- Date and time that record is made

- The name, age and address of child, young person or vulnerable person
- Time, date and location of incident
- The complainant (if not the child, young person or vulnerable person.)
- Who is present (i.e. the complainant, receiver of the complaint and any other person)
- Reason for suspecting abuse or harm (for example observation, injury, information)
- Exactly what the person disclosing said, using "I said…", "they said…"
- The questions asked by the AOGKF Person
- Any comments the AOGKF Person made, and
- The actions the AOGKF Person took following disclosure, including arrangements for the immediate protection of the child, young person or vulnerable person.

The AOGKF Person must complete the Confidential Record of Abuse Allegation provided to dojo instructors as soon as possible and attach their notes to the document.

Reporting Disclosure/Suspicion of Harm

AOGKF Persons must immediately contact the AOGKF Safeguarding Officer who will refer it to the AOGKF Executive Committee to review and decide whether to report the suspicion/disclosure to the relevant agency, i.e. the Police Service and relevant government Child Protection agency.

As soon as possible, the AOGKF Person must notify their dojo leader who will alert the Safeguarding Officer or AOGKF President. The Safeguarding Officer or AOGKF President must notify the AOGKF Committee of any reports.

Reporting actual harm

Where an AOGKF Person observes actual harm towards a child or young person, the AOGKF Person must intervene immediately, provided it is safe to do so, and as soon as possible inform the police. If it is unsafe to intervene, immediately call the police for assistance on 000.
As soon as possible, the AOGKF Person must notify their dojo leader who will alert the AOGKF Safeguarding Officer or AOGKF President. The AOGKF Safeguarding Officer or AOGKF President must notify the AOGKF Committee.

AOGKF Persons are to be familiar with and regularly refer to the Process for Responding to a Disclosure of Harm to a Child Flowchart.

Complaint made relating to harm to a child, young person or vulnerable person

Parents or Guardians or other persons may report suspicion of harm to a child or actual harm to a child by an AOGKF Person.

Complaints can be lodged through:

- Emailing the AOGKF Safeguarding Officer officer via: admin@australiakarate.com
- Posting a letter to AOGKF President
- In person at an AOGKF dojo
- Telephone the AOGKF Safeguarding Officer or President

A complaint relating to harm to a child, young person or vulnerable person made in person would be treated as a disclosure and the process outlined above would be followed. The process for when an AOGKF person receives a disclosure from a child about harm from a parent/guardian/carer is clearly distinguished as being different from a complaint about a harm allegedly committed by an AOGKF person.

AOGKF instructors are expected by the organisation to follow this policy and procedures as outlined, and must sign the AOGKF Code of Conduct.

Actions following a disclosure or suspicion of harm

AOGKF will endeavour to offer appropriate support and counselling to all parties involved, including other children and young people.

It is recommended that appropriate support and counselling be sought by all parties involved.

Details of the person who made the report are to be kept completely confidential and will not be made available to the family of the child,young person or vulnerable person, or the person against whom the allegation has been made.

If the person who is alleged to have harmed a child, young person or vulnerable person is a member of the AOGKF, their duties must be reviewed by the Executive Committee.

The AOGKF Executive Committee may seek legal advice as to the extent to which that person can carry out duties in the organisation.

AOGKF Safeguarding Officer

The role of the AOGKF Safeguarding Officer is to facilitate the complaints management process, report to the executive committee who will decide whether to refer the matter to the relevant Police Service and relevant government Child Protection agency for further investigation.

Any person that witnesses unacceptable conduct or any conduct that may constitute a breach of this Policy and Procedure should refer their complaint to the AOGKF Safeguarding Officer.

Where an allegation of serious or criminal conduct is made, the AOGKF Safeguarding Officer must refer the matter to the relevant agencies.

Contact information for the AOGKF Safeguarding Officer is provided and made available on the AOGKF webpage.

However, if a parent, guardian, child or young person or AOGKF Person is not aware of the name or contact details for the AOGKF Safeguarding Officer they should contact the AOGKF head office via admin@australiakarate.com immediately.

Confidentiality and personal information

Complainants, respondents and AOGKF persons are to keep diary notes relating to incidents, along with any other documentation relating to the matter (e.g. the Confidential Record of Abuse Allegation) that must be stored securely and confidentially at all times.

The matter must only be discussed with the executive committee and other persons who are able to provide support or advice about a specific process.

Personal information will be treated in accordance with applicable Information Privacy laws.

Breach of this Policy and Procedure

This section outlines the steps to be taken following a breach of this Policy and Procedure in order to address the breach in a fair and supportive manner.

As outlined above in the definitions section, a breach is any action or inaction by an AOGKF Person, AOGKF Student or Parents and Guardians who fail to comply with any part of this Policy and Procedure. This includes any breach in relation to:

- Statement of commitment to the safety and wellbeing of children and the protection of children, young people and vulnerable people from harm
- Codes of Conduct for interacting with children, young people and vulnerable people.
- Policies and procedure for handling disclosures or suspicions of harm, including reporting guidelines
- Policies and procedures for implementing and reviewing the children and youth risk management strategy and maintaining an instructors register
- Risk management plans for high risk activities, and
- Strategies for communication and support.

Process to manage a breach

Potential breaches will be managed in a fair, unbiased and supportive manner.
The following procedures are to be followed by the AOGKF:

- All people concerned will be advised of the process
- All people concerned will be able to provide their version of events
- The details of the breach, including the versions of all parties and the outcomes will be recorded
- Matters discussed in relation to the breach will be kept confidential (personal information will not be disclosed except where provided for in the relevant policy or process), and
- An appropriate outcome will be decided by the AOGKF Executive Committee.

Where an AOGKF Person is alleged to have committed harm to a child, their roles and duties must be reviewed by the AOGKF Executive Committee.

Depending on the nature of the breach, outcomes may include:

- Providing additional training to employees relating to the AOGKF Child Protection Policy and Procedure
- Providing closer supervision of a particular AOGKF Person and/or review their roles and duties, and
- The complaint or allegation will be referred by the AOGKF Executive Committee to the appropriate delegate who will investigate the incident or appoint an independent investigator to investigate the substance of the allegations.

AOGKF Working with Vulnerable People/Working with Children Check/ Blue Card requirements

All AOGKF instructors and assistants must hold a valid Working with Children check issued by the government in their relevant jurisdiction. The language used to describe this check may vary between jurisdictions (e.g. Working with Vulnerable People, Blue Card), and links to apply for a check may be obtained from the AOGKF Safeguarding Officer.

Failure to obtain a valid check for the instructors and assistants will lead to the review of their current status and duties.

Records of Working With Children Checks

Where a check is required, all AOGKF Persons without a valid check must not work with children or young people at AOGKF affiliated dojos or events or activities until a valid check is provided.

The AOGKF Administrator must seek evidence of Working with Children applications for all new AOGKF affiliated dojos and when processing AOGKF Instructor certificates. All AOGKF Persons

instructing or assisting instruction in affiliated dojos must hold a valid working with children check and first aid certificate.

The AOGKF Administrator maintains a confidential register containing the personal details and Working with Children check details of all AOGKF affiliated dojos. This register includes detail regarding:

- Check number
- The expiry date of the card

The AOGKF Administrator also maintains a written record of the following information for all AOGKF instructors and assistants:

- Whether a negative notice has been issued
- Any change in status to a card (e.g. a change in police information, the positive notice and card is cancelled or suspended)
- When there is a change in police information, when AOGKF or the affiliated dojo informed the relevant Card Services of the change, and
- Any changes of personal information of an employee, including the date they informed the relevant Card Services.

The AOGKF does not cover any application costs associated with an affiliated dojo instructor's or assistant's card. Relevant persons are responsible for allowing enough time to renew their checks and for providing them to the AOGKF before expiry of the current check.

The AOGKF Administrator also advises affiliated dojos once a year and when reminding them to renew their Cards, that they must notify Card Services using the appropriate form of any change to their personal details within 14 days.

Training

AOGKF recognises that training in child protection related matters enhances skills and knowledge of employees and contractors and, therefore, minimises the risk of harm to children and young people.

AOGKF provides support and information to affiliated dojo head instructors when they join the AOGKF through an induction process. New and existing AOGKF Persons may receive training during national gasshukus and other training exercises, which may be held online, in the following areas:

- Identifying, assessing and minimising risks, such as the different types of harm that may occur (e.g. physical, emotional, sexual, psychological abuse and neglect and guidance in relation to the signs which may indicate that harm may be occurring or where this information can be sourced from)
- AOGKF policies and procedures
- Handling a disclosure or suspicion of harm, including reporting guidelines.

Communication and Support Strategies

The AOGKF is committed to communicating this Policy and Procedure to all AOGKF dojo instructors who will in turn pass the information on to their own members and relevant persons.

Annual Review

To ensure that this Policy and Procedure remains current and effective in identifying and minimising risks of harm to children, young people and vulnerable persons it is monitored and reviewed annually. This Policy and Procedure will also be reviewed after any incident where a child,young person or vulnerable person is at risk of harm or a breach is identified. Some AOGKF Persons, AOGKF Students, and Parents and Guardians may be asked to participate in a review led by the AOGKF Committee.

The review is to consider any issues AOGKF has identified with this Policy and Procedure, such as

- Whether policies and procedures were followed
- Whether any incidents relating to children,young people or vulnerable people risk management issues occurred
- Issues with the actual process used to manage any incidents
- The effectiveness of AOGKF policies and procedures in preventing or minimising harm to children and young people, and
- Issues with the content and frequency of training.

AOGKF Persons, AOGKF Athletes, and Parents and Guardians must be advised of any changes to policies and procedures, and training must be provided to AOGKF Persons if necessary.

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Process for Responding to a Disclosure of Harm to a Child, Young Person or Vulnerable Person

RECEIVING A DISCLOSURE

- Remain calm and find a private place to talk , (use discretion if receiving a disclosure from a child, young person or vulnerable adult - this may be out of hearing but within sight of other adults)
- Explain why you can't keep it a secret
- Only ask enough questions to confirm the need to report the matter
- Do not attempt to conduct your own investigation but follow the reporting procedure below.

DOCUMENTING A DISCLOSURE

Complete a Confidential Record of Child Abuse Allegation and include:

- Time, date and place of the disclosure
- 'Word for word' what happened and what was said, including anything you said and any actions that have been taken
- Date of report and signature

REPORTING A DISCLOSURE

AOGKF Persons who receive disclosure are to report it to:

- The Safeguarding Officer who will in turn decide to report to police and/or the relevant department in the relevant jurisdiction.
- The Safeguarding Officer is to escalate to the AOGKF President to review role of person alleged to cause harm and report to Executive Committee.

FOLLOWING A DISCLOSURE

Support and counselling will be recommended to all parties involved.

Where an AOGKF employee or contractor is alleged to have committed harm to a child, their roles and duties must be reviewed by the AOGKF Executive Committee.

The policies and procedures for handling disclosures or suspicions of harm must also be reviewed.

AOGKF Confidential Record of Abuse Allegation Form

Complainant's name: _____
(if other than the child)

Date formal complaint received: ____/_____/ _____

Role/status in AOGKF: _____

Child, young person or vulnerable persons name:_____

Child's, young person or vulnerable persons address:
_____

Age: _____

Name of person complained about: _____

Person's reason for suspecting abuse: _____
(e.g. observation, injury, disclosure)

Role/status in AOGKF:_____

Other Witnesses: _____

Name (1): _____Contact details:_____
Name (2):_____ Contact details:_____
Name (3):_____ Contact details:_____

Interim action taken: _____
(if any)

AOGKF Safeguarding Officer Contacted? Who:_____
When:_____/_____/_____

AOGKF President Contacted? Who:_____
When: _____/_____/_____

Any notes from discussions can be included below:

AOGKF Safeguarding Code of Conduct

All AOGKF members including paid and unpaid instructors, contractors, volunteers, interns or trainees of AOGKF are responsible for the safety and wellbeing of children, young people and vulnerable people who engage with AOGKF.

All paid and unpaid instructors, contractors, and volunteers are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years and with vulnerable people.

I will:	• Act in accordance with AOGKF's safeguarding, child safety and wellbeing policies and procedures at all times. • Behave respectfully, courteously and ethically towards children and their families and towards other staff. • Listen and respond to the views and concerns of children, young people and vulnerable people, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well. • Promote the human rights, safety and wellbeing of all children, young people and vulnerable people in AOGKF. • Demonstrate appropriate personal and professional boundaries. • Consider and respect the diverse backgrounds and needs of children, young people and vulnerable people. • Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families, young people and vulnerable people.. • Involve children, young people and vulnerable people in making decisions about activities, policies and processes that concern them wherever possible. • Contribute, where appropriate, to AOGKF's policies, discussions, learning and reviews about the safety and wellbeing of children, young and vulnerable people. • Identify and mitigate risks to the safety and wellbeing of children, young and vulnerable people as required by AOGKF's risk assessment and relevant policies or processes. • Respond to any concerns or complaints of child harm or abuse, or the harm of abuse of young or vulnerable people, promptly and in line with AOGKF's policy and procedure for receiving and responding to complaints. • Report all suspected or disclosed child harm or abuse as required by relevant legislation and by AOGKF's policy and procedure on internal and external reporting. • Comply with AOGKF's protocols on communicating with children, young and vulnerable people. • Comply with[relevant legislation and AOGKF's policies and procedures on record keeping and information sharing.

I will NOT:	• Engage in any unlawful activity with or in relation to a child, young person or vulnerable person. • Engage in any activity that is likely to physically, sexually or emotionally harm a child, young person or vulnerable person. • Unlawfully discriminate against any child, young person or vulnerable person or their family members. • Be alone with a child, young or vulnerable person unnecessarily. • Arrange personal contact, including online contact, with children, young or vulnerable people I am working with for a purpose unrelated to AOGKF's activities. • Disclose personal or sensitive information about a child, young or vulnerable person including images of them, unless they and their parent or legal guardian consent or unless I am required to do so by AOGKF's policy and procedure on reporting. • Use inappropriate language in the presence of children, young or vulnerable people or show or provide them with access to inappropriate images or material. • Work with children, young or vulnerable people while under the influence of alcohol or prohibited drugs. • Ignore or disregard any suspected or disclosed child harm or abuse, or harm or abuse of young or vulnerable people.
If I think this Code of Conduct has been breached by another person in AOGKF, I will:	• Act to prioritise the best interests of children, young and vulnerable people. • Take actions promptly to ensure that children, young and vulnerable people are safe. • Promptly report any concerns to AOGKF's Safeguarding Officer, the AOGKF President or another leader in AOGKF. • Follow AOGKF's policies and procedures for receiving and responding to complaints and concerns. • Comply with legislative requirements on reporting if relevant, and with AOGKF's policy and procedure on internal and external reporting.
I agree to abide by this Code of Conduct during my work with AOGKF. **I understand that breaches of this Code of Conduct may lead to disciplinary action, expulsion as a member, or termination of my relationship with AOGKF.**	..... Signature ..... Full Name ..... Date