

BEHAVIOUR, SUPERVISION & DISCIPLINE POLICY

Policy Statement

Program Staff and Volunteer Support Personnel at the Northern Inland Academy of Sport are required to provide a duty of care to all selected athletes at all Academy endorsed activities.

Athletes are expected to conduct themselves in an appropriate manner at all times when representing the Academy.

Background

The vast majority of athletes are minors. Therefore, staff are not only responsible for ensuring an appropriate duty of care, but for adhering to *all* relevant Federal and State legislation.

Guidelines

1. Child Protection

All Program Staff and Volunteer Support Personnel are required to follow the current legislation pertaining to Child Protection adhering to the NSW Child Safe Standards (attached).

On notification of an incident, a report will be made to the Academy Chief Executive Officer immediately. If a notification is received regarding the Chief Executive Officer, a report will be made to the Chair of the Board immediately.

The appropriate procedures will be followed by the Chief Executive Officer and/or Chair as legislated.

Verbal notification of a suspected incident must be followed up in writing within 24 hours. The identity of the notifier will not be revealed to any person without the notifier's consent.

2. Duty of Care

Program Staff and Volunteer Support Personnel are responsible for ensuring that a duty of care is provided at all times. The duty of care is defined as ensuring all reasonable steps are taken to overcome foreseeable risks. See the NIAS Duty of Care Policy for further detail.

This includes, but is not limited to the following:

- Providing an appropriate number of staff to supervise and instruct
- Checking the safety of all venues used by Academy athletes
- Controlling behaviour of Academy athletes
- Ensuring athletes remain within areas controlled by Academy staff and volunteers
- Checking bona fides of visitors to sessions
- Ensuring athletes injured during Academy sessions receive immediate treatment
- Supervising athletes until collected by parents
- Ensuring athletes with serious injuries have a medical clearance before allowing them to resume training.

Authorised by: NIAS CEO	Title: Behaviour, Supervision & Discipline Policy	Page: 1
Version Date: September 2024	Next Review: September 2025	No of Pages: 2

- Ensuring athletes with injuries who participate in sessions do so without risk of further injury or possible injuries to others.

3. Travel

Parents will be required to transport their athlete to activities conducted within the region.

Transport will be *considered* for competitions/challenges/camps conducted outside the region. (**However, if deemed cost prohibitive, then families will be required to transport their athlete to the activity*). This transportation will take one of the following forms:

- Private bus (coach)
- Self-drive bus
- Train

Support Personnel and NIAS staff are expected to travel together to and from activities in means provided by the Academy. Support Personnel are responsible for the supervision of athletes if travelling together and ensure appropriate behaviour at all stages of the journey, including at any stops for meals, etc.

When self-drive buses are used, the proposed driver of the vehicle must hold the appropriate class of license. Self-drive buses should only be used up to a maximum size of 22-seater, and for single direction journeys of less than 500km. In all other instances a private bus company and professional driver should be contracted.

When travelling under NIAS supervision, staff and athletes must always be in groups of two or more unless in exceptional circumstances in case of emergency.

If required or in exceptional circumstances, an athlete may be allowed to travel with their parents. Where possible this should be arranged with the Support Personnel (Manager) prior to the commencement of the activity. Parents are to supply a letter requesting permission to transport their athlete(s) to / from an activity, as required.

In the event of private vehicles being used to transport Academy athletes to out of region activities, vehicle registration documentation and driver's license should be sighted by the Support Personnel (Manager). The owner of the vehicle uses this vehicle at their own risk – the Academy will not be held responsible for any damage to the vehicle, or for any traffic infringement notices issued.

4. Accommodation

Accommodation will be arranged for athletes and supervision provided by NIAS volunteers and staff for camps/challenges/competitions conducted outside of the region. (**However, if deemed cost prohibitive, then families will be required to find their own accommodation for their athlete*).

When required to share rooms, NIAS will place athletes of the same gender in rooms together.

Staff and support personnel are not permitted to share rooms, bathrooms or showers with athletes. Staff are not to enter athletes rooms unless in case of emergency. Staff will be placed in rooms on the same floor as athletes (separate rooms).

Authorised by: NIAS CEO	Title: Behaviour, Supervision & Discipline Policy	Page: 1
Version Date: September 2024	Next Review: September 2025	No of Pages: 2

Athletes and staff will be accommodated in close proximity within the accommodation venue.

There will always be at least two staff of the same gender as athletes on an overnight trip. Should the support personnel makeup not be sufficient, NIAS may recruit the assistance of parent supervision.

5. Electronic Devices

No pictures or recordings of others takes place in private situations or in a secretive manner (i.e. bathrooms, when changing, or when sleeping).

Staff will encourage athletes to seek permission from other person prior to taking pictures or recording videos of that person.

Communication between athletes and staff should always take place via XPS and only in direct relation to and necessary for NIAS related activities. Parents/Caregivers are all linked and have access to their athletes XPS accounts.

6. Injured Athletes

Injured athletes may be expected to attend training sessions to benefit their development. This decision will be made by the Support Personnel (Head Coach).

Failure to attend on request without reason as listed in athlete policy will be deemed unacceptable and the athlete in question will be issued with a written warning.

Injured athletes will be required to provide a medical certificate before the re-commencement of training.

7. Code of Conduct

Representatives of the Northern Inland Academy of Sport are expected to conduct themselves in a manner that is consistent with the Academy's Code of Conduct.

The Code of Conduct sets out standards of professional behaviour for staff, athletes, and anyone else who represents the Academy. An important purpose of this Code is to foster a spirit of co-operation and efficiency and effectiveness of the Academy.

The Code seeks to promote the highest standard and commitment to fairness in carrying out responsibilities.

Breaches of the Code of Conduct by Support Personnel are to be referred directly to the CEO and will be dealt with by the NIAS Board.

The immediate discipline of squad members will be the responsibility of the Support Personnel. In instances where an athlete has been severely reprimanded on a regular basis, the Manager must complete an Incident Report Form.

Completed forms are to be provided to the CEO normally within 24 hours. Where further action is required, the CEO will issue the athlete with a written warning. Two such instances will result in the athlete being removed from the program.

Authorised by: NIAS CEO	Title: Behaviour, Supervision & Discipline Policy	Page: 1
Version Date: September 2024	Next Review: September 2025	No of Pages: 2

Instances deemed to be serious enough to justify immediate removal from the program should be referred to the Board, via the Chairperson.

8. Accidents

Support Personnel will be provided with emergency contact details and medical information of athletes at the start of the program.

The Support Personnel (Manager) should complete an Injury Report Form should any member of the Academy party sustain an injury that requires follow-up medical treatment. This form should be submitted to the CEO, together with statements from witnesses and a sketch of the immediate area where the accident occurred, normally within 24 hours.

Injury reports submitted to the Academy will be retained until the athlete reaches 25 years of age, and then shredded.

At least one member of the Support Personnel must be Senior First Aid (Work Cover) accredited. A first aid kit will be supplied to each sport program and should travel to all sessions with the group.

Any session involving water based activities or an overnight stay is to be supervised by a member of staff who possesses current training in cardio-pulmonary resuscitation and emergency care. It is recommended that a member of the Support Personnel has a Royal Life Saving Society Bronze Medallion Award (or equivalent) for any such activity.

Authorised by: NIAS CEO	Title: Behaviour, Supervision & Discipline Policy	Page: 1
Version Date: September 2024	Next Review: September 2025	No of Pages: 2