

CHILD SAFE – FAMILY HANDBOOK

Effective: September 2026

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INTRODUCTION

This Child Safe Family Handbook provides key information about Forefront Gymnastics’ child safe policies, procedures and practices across all programs and services. It also provides parents, children and young people with information about child advocacy services and support available to them.

If you have any queries, concerns or questions regarding the information contained in this handbook, please speak with either the Manager or Child Safety Officer.

OUR COMMITMENT TO CHILD SAFETY

At Forefront Gymnastics (FFG), the safety, wellbeing and happiness of every child and young person is our highest priority. We are committed to creating an environment where everyone feels safe, respected, valued and supported.

We believe children and young people should have a voice and feel comfortable speaking up if something doesn’t feel right. We also value the important role that parents and families play in keeping children safe. We encourage open communication and welcome any questions, concerns or feedback.

Forefront Gymnastics has a zero-tolerance approach to child abuse. We take all concerns seriously and will act promptly to protect children and young people from harm.

We provide our staff with ongoing child safe training so they understand their responsibilities and know how to recognise, respond to and report concerns about a child's safety or wellbeing. We also work closely with parents and families to help create a safe and supportive environment for all children.

FFG has developed and implemented a tailored Child Safe Policy that complements Gymnastics Australia's (GA) Child Safe Policy. These policies help ensure we maintain strong standards for the safety and protection of everyone who participates in our programs.

We also have a range of supporting policies and Codes of Conduct designed to help keep our members safe and ensure everyone understands what is expected of them. These documents are regularly reviewed and updated and are available on our website and in the Club's reception area.

Forefront Gymnastics has two Child Safety Officers / Member Protection Information Officers who are available to support children, young people, families and staff with any child safety concerns or questions.

DEFINITIONS

FFG	Forefront Gymnastics
GA	Gymnastics Australia
GWA	Gymnastics Western Australia
Member	The gymnast and their parent(s) / guardian(s) associated with their enrolment at FFG
Program	The service offered by FFG to engage in gymnastics training, billed in advance
Child/ren, young people	Refers to any person under the age of 18
National Principles for Child Safe Organisations	Refers to the national framework for creating Child Safe Organisations. The National Principles are a set of 10 principles that provide a nationally consistent framework to help organisations create cultures, systems, and practices that promote child safety and wellbeing
Child abuse	Refers to the acts or omissions (neglect) that result in, or have the likelihood to result in, harm to a child. The forms of child abuse are sexual abuse, emotional abuse, neglect, physical abuse, and exposure to family violence.

RAISING INTEGRITY & SAFEGUARDING CONCERN

If you believe a child, children or young person is in immediate need of protection from harm, please contact 000 and request Police. Raise Integrity and safeguarding Concern (*coach, staff member, parent/guardian, spectator*)

Responding to a Disclosure of Abuse or Neglect

If a child or young person discloses abuse or neglect to you, it is important to remain calm, listen carefully and respond with empathy, patience and your full attention.

- **Listen and believe them.** Allow the child or young person to speak in their own words and at their own pace. Do not interrupt, pressure them for details, or ask leading questions.
- **Reassure them.** Thank them for telling you and let them know they have done the right thing by speaking up. Reassure them that what has happened is not their fault.
- **Explain what you will do.** Do not promise to keep the disclosure secret. Explain, in an age-appropriate way, that you need to share the information with people whose role is to help keep them safe.
- **Avoid investigating.** Your role is to listen and support the child, not to investigate or determine whether the allegations are true. Ask only questions necessary to clarify immediate safety or to meet your reporting obligations.

- **Take immediate action where required.** If you believe a child or young person is in immediate danger, contact **000**. Where a concern relates to abuse or neglect, follow FFG's Child Safe Policy and reporting procedures, including any mandatory or other reporting obligations that apply.
- **Record the disclosure promptly.** Make a factual record of what was said, using the child's own words wherever possible. Record relevant observations and actions taken and maintain confidentiality in accordance with FFG's policies and legal requirements.
- **Report the concern.** Follow FFG's established reporting process and promptly notify the appropriate Child Safety Officer, Member Protection Information Officer or other designated person. Where required, concerns must also be reported to the appropriate external authority, such as the WA Police Force or the Department of Communities.

The safety and wellbeing of the child or young person must remain the priority throughout the response. Children and young people should be treated with dignity, respect and compassion and supported throughout the reporting process.

TOILETS AND CHANGE ROOMS

Forefront Gymnastics is committed to providing a comfortable, welcoming and enjoyable environment that is safe for all children and families who visit Forefront Gymnastics, as well as those who participate in our programs.

Forefront Gymnastics adopts the following guidelines regarding the use of change rooms to support the safety and wellbeing of children and young people.

Entry and Supervision Requirements

- Where change rooms or bathroom facilities cannot be directly supervised by staff, children should be encouraged to use the change rooms in groups of two or three.
- Children under the age of 8 may use the change room that aligns with the gender identity of their accompanying parent or guardian.
- Children over the age of 8 should use the change room that aligns with their gender identity.
- Forefront Gymnastics management should conduct routine checks to ensure that children are appropriately supervised and that change room arrangements remain safe and appropriate.

Staff Use of Change Rooms

- Where staff members are required to supervise or enter a change room, they should knock or clearly announce themselves before entering.
- Staff members must not undress in the presence of children or young people. Where children are present, staff must use a private cubicle to change.
- Staff members must avoid being alone with a child or young person in a change room. Where possible, another staff member or the child's parent or guardian should be present.

GYMNAST CODE OF CONDUCT

This code of conduct is applicable to all children, young people and gymnasts accessing any program at FFG.

Children/Gymnasts should:

- ✓ Be friendly to other gymnasts in your class.
- ✓ Respect other gymnasts, coaches and FFG staff.
- ✓ Listen to each other, use good manners.
- ✓ Respect the rights and differences of others.
- ✓ Speak up if they are worried, concerned or feel unsafe.

✓ Care for and respect the equipment.

Children/Gymnasts should not:

- X Bully each other, use bad words or actions that are disrespectful, i.e. swearing.
- X Physically hurt another child, i.e. hitting, kicking, smacking, punching, biting.
- X Touch other people's belongings without their permission.

ONLINE SAFETY AND SECURITY

Forefront Gymnastics is committed to ensuring that children and young people are safe when engaging with online environments. Appropriate risk management processes to help ensure the safety and wellbeing of children and young people both within the facility and when using Forefront Gymnastics' online platforms.

Forefront Gymnastics recognises that children and young people may be exposed to a range of online risks. These risks include, but are not limited to

- Cyberbullying
- Online grooming
- Image-based abuse
- Non-consensual sharing of images
- Privacy and personal information risks

FFG recognises that parents and carers play an important role in helping children stay safe online. We are committed to supporting families with information and resources to help parents and carers guide their children in using the internet and digital technologies safely and responsibly.

The three key strategies to remember are:

- Be engaged, open and supportive
- Set rules/boundaries appropriately as per age
- Use safety features and settings on devices

Resources are available to help parents and carers support their child's online safety and wellbeing by going to [Online safety basics | eSafety Commissioner](#)
[Privacy and your child | eSafety Commissioner](#)

CHILD ADVOCACY SERVICES AND RESOURCES

The below phone services are available to children and parents to provide counselling services and support.

	<u>Kids Helpline</u> Free 24/7, confidential and private phone and online counselling service for young people aged 5 to 25. 1800 55 1800
	<u>Lifeline</u> Provides all Australians access to crisis support and suicide prevention services. 13 11 14
	<u>1800 RESPECT</u> Support if you, or someone you know, is experiencing sexual assault or domestic and family violence (all ages). 1800 737 732
	<u>Ngala Parenting Line</u> Free telephone support services for parents and caregivers of children aged 0 – 18 years who live in WA. 08 9368 9368
	<u>Bravehearts</u> Australia's leading child protection organisation working to make Australia the safest place in the world to raise a child. They provide support, education, and training. www.bravehearts.org.au 1800 272 830 (6.30am to 2.30pm AWST)
	<u>Headspace</u> Headspace is the National Youth Mental Health Foundation providing early intervention mental health services to 12–25-year-olds. Headspace can help young people with mental health, physical health and work and study support. www.headspace.org.au
	<u>Reachout</u> Reachout helps under 25's with everyday questions through to tough times. www.au.reachout.com
	<u>eSafety Commissioner</u> The eSafety Commissioner provides children and parents with online safety information to help children safely navigate the online and digital world. <i>The below link is specifically targeted at parents to provide some strategies and resources.</i> www.esafety.gov.au/parents/skills-advice/online-safety-basics <i>The below link is specifically targeted at children and young people to help keep them safe online.</i> www.esafety.gov.au/young-people
	<u>Kids Helpline – Being Respectful</u> Kids Helpline provides resources for children, with the one below providing information about respectful peer relationships. www.kidshelpline.com.au/teens/issues/all-about-respect
	<u>Child Safeguard</u> An award-winning consulting firm that helps organisations prevent harm to children and keep them safer. https://www.childsafeguard.com.au/

USEFUL LINKS

[By-Laws, Policies and Technical Regulations | Gymnastics Australia](#) *various policies including Safeguarding Children and Young People, Photography, Social Media*
[National Integrity Framework | Sport Integrity Australia](#)
[Safeguarding Sport | Sport Integrity Australia](#)

FEEDBACK ABOUT PROGRAMS AND CHILD SAFE PRACTICES

FFG welcomes feedback on its programs, staff and child safe practices to ensure we provide the best possible service to our members. If you have any feedback you would like to share, please contact the **Darren Hicks: enquiries@forefrontgymnastics.com.au**

POLICY AGREEMENT & APPLICATION

- 1) This policy applies to all services offered by FFG, including classes, events, competitions, and all fees and expenses required to participate in a program at FFG
- 2) All staff and members are expected to understand and follow this policy

REVIEW HISTORY

Version	Date Reviewed	Date Endorsed	Review
1.0	August 2026	September 2026	Implementation of Policy