

SAFEGUARDING POLICY

Effective: September 2026

CONTENTS

Contents	1
POLICY COMMITMENT STATEMENT	1
DEFINITIONS	2
PURPOSE AND SCOPE	2
NATIONAL PRINCIPLES	3
GYMNAST PARTICIPATION AND EMPOWERMENT	3
CHILD SAFE RECRUITMENT, SCREENING AND INDUCTION	3
CHILD SAFE RISK MANAGEMENT	3
CCTV CAMERAS, PHOTOGRAPHY AND VIDEOGRAPHY	4
<i>CCTV cameras</i>	4
<i>Photography and videography</i>	4
FORMS AND POSSIBLE SIGNS OF ABUSE	4
RAISING INTEGRITY & SAFEGUARDING CONCERN	5
<i>Responding to a Disclosure of Abuse or Neglect</i>	5
POLICY AGREEMENT & application	6
REVIEW HISTORY	6

POLICY COMMITMENT STATEMENT

At Forefront Gymnastics (FFG), we are strongly committed to the safety, wellbeing, and empowerment of all children and young people accessing our programs and services. We support their rights and will act immediately to ensure an environment is maintained where all participants feel safe, respected, valued, and empowered. FFG values the contribution of children, young people, and families by fostering a culture of openness where they feel comfortable and encouraged to raise their concerns. We have a zero-tolerance approach to any form of child abuse.

We are committed to providing our employees with child-safe training on an ongoing basis, and we partner with parents and families to better protect children through holistic education that supports the identification of and response to potential harm.

FFG has adopted and implemented a tailored Child Safe Policy to complement Gymnastics Australia's (GA) Child Safe Policy, ensuring the highest standards are achieved in respect of the protection and safety of all participants. In addition, FFG has several supporting policies and codes of conduct that have been created specifically to further support our members. These documents are continually reviewed to ensure they remain of the highest possible standard. They are accessible on our website and in the reception area of the Club.

FFG employs two Child Safety Officers / Member Protection Information Officers to support our members and staff in this essential area.

- Darren Hicks
- Debbs van Hagen

Useful Links - various policies including Safeguarding Children and Young People, Photography, Social Media

- [By-Laws, Policies and Technical Regulations | Gymnastics Australia](#)
- [National Integrity Framework | Sport Integrity Australia](#)
- [Safeguarding Sport | Sport Integrity Australia](#)
- [Raise a concern | Gymnastics Western Australia](#)

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.

PURPOSE AND SCOPE

This policy is a demonstration of Forefront Gymnastics commitment to Child Safety and outlines the strategies in which they will implement to protect children and young people.

This policy aims to:

- Provide FFG's Business Director, employees, spectators, third parties and trainees with clear guidance about their responsibilities for child safety.
- Embed the National Principles for Child Safe Organisations throughout FFG.
- Provide clear communication
- Ensure commitment to quality service
- Consistency and fairness
- Responsiveness to feedback

NATIONAL PRINCIPLES

FFG embeds the National Principles throughout the organisation. 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.

The National Principles are as follows:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children.

GYMNAST PARTICIPATION AND EMPOWERMENT

We foster an environment which promotes the safety of all gymnasts. We empower gymnasts and support their participation by providing:

- Age-appropriate information, including about:
 - Their right to speak up
 - Appropriate and inappropriate behaviours
 - The importance of friendships and respecting peers
 - How to raise safety concerns at FFG
- Programs designed to suit the age, development, and capabilities of gymnasts
- Training and education for employees and trainees on how to empower children and support their participation.

CHILD SAFE RECRUITMENT, SCREENING AND INDUCTION

FFG have relevant recruitment, screening and induction processes in place to ensure suitable individuals are engaged to work with children.

All coaches and staff are required to have an up to date Working with Children Check or equivalent and police checks along with relevant accreditation to perform their duties.

CHILD SAFE RISK MANAGEMENT

At FFG, we take a Child Safe Situational Prevention approach to minimise the risk of harm and abuse to children and young people. Our approach focuses on identifying and reducing situations where inappropriate behaviour may occur by putting practical, proactive measures in place.

This is achieved through ongoing risk management and systematic measures that:

- Increase the effort required to engage in inappropriate behaviour.
- Promote respectful behaviour between gymnasts, coaches, staff and families.
- Encourage respect for the rights, needs and differences of others.
- Increase the likelihood that inappropriate behaviour will be identified and addressed.
- Increase the likelihood of inappropriate behaviour being detected.
- Reduce opportunities for individuals to excuse, minimise or dismiss inappropriate behaviour.
- Create clear expectations and boundaries for safe and appropriate interactions with children and young people.

FFG completes child safe risk assessments for child-related activities and programs. These assessments help us identify potential risks and implement proactive measures to promote the safety, wellbeing and protection of our gymnasts, staff and wider FFG community.

CCTV CAMERAS, PHOTOGRAPHY AND VIDEOGRAPHY

FFG plans to install CCTV cameras throughout the facility to support compliance with applicable legislation and provide a safe and secure environment for all stakeholders.

FFG adopts the following best-practice principles for CCTV, photography and videography:

CCTV CAMERAS

- Permanent signage is displayed at FFG entry points to notify individuals that CCTV cameras are in use.
- Signage clearly communicates restrictions on photography and videography.
- FFG complies with each member's photography waiver.
- Personal information captured in CCTV footage is managed in accordance with the Australian Privacy Principles and the Privacy Act 1988 (Cth).
- CCTV footage is stored securely for at least 30 days. Where footage relates to a child-safety incident, it is downloaded and retained for any additional period required to support an investigation.
- Access to CCTV footage is restricted to authorised FFG management and relevant authorities.
- Consistent with child-safe guidelines, staff must avoid unsupervised one-on-one situations with children and young people.
- Where CCTV is used in training areas, the feed may be displayed only on a monitor in the parent waiting area to support visibility and transparency while preventing unauthorised access.

Photography and videography

- Photography and video recording are prohibited during FFG events and training sessions unless expressly authorised.
- Members of the public must not use professional-grade recording equipment at official GWA events. Official recordings may be made only by vetted and accredited personnel.

National Integrity Framework and the Surveillance Devices Act 1998 (WA):

FORMS AND POSSIBLE SIGNS OF ABUSE

Child abuse is not isolated to specific cultural or socio-economic groups. It can happen through a person within the family (for example a parent or relative) or outside the immediate family (perhaps a teacher or sports coach), or an unknown person. The following information about recognising signs of abuse may be helpful if you are

concerned that a child has been harmed or is at risk of being harmed.

Four main types of child abuse are:

1. Physical Abuse

Definition: Refers to the use of deliberate physical force against a child that intentionally or unintentionally results, or has the likelihood of resulting, in harm.

2. Sexual

Definition: Refers to when a person exposes a child to, or involves a child in, sexual activity that the child does not fully comprehend, the child is unable to give informed consent to, the child is not developmentally prepared for and that is contrary to acceptable community standards.

3. Emotional including psychological abuse and exposure to family and domestic violence

Definition: Refers to inappropriate verbal or symbolic acts by an adult towards a child and/or a persistent failure to provide a child with adequate nurturing and emotional availability.

4. Neglect

Definition: Refers to the failure to provide a child with conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing. Neglectful behaviors are an act of omission, or by willful choice.

For further information and clarification please visit the WA Government Website (www.wa.gov.au) or you can download [Recognising Child Abuse](#) (pdf)

RAISING INTEGRITY & SAFEGUARDING CONCERN

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

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.

POLICY AGREEMENT & APPLICATION

Before participating in any program at FFG, members must confirm that they have read, understood, and agreed to this policy by accepting it. Failure to do so may result in enrolments being cancelled.

- 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

This policy will be reviewed annually or earlier if required in accordance with legislative and/or regulatory updates.

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