



Policy and Procedure Manual

The Geelong All Abilities Sports Club

Approved by: Committee of Management

Applies to: All volunteers, staff, coaches, committee members, children, and families.

1. Policy Review and Maintenance Statement

All policies of Geelong All-Abilities Sports Club are living documents that will be regularly reviewed, updated, and maintained to ensure they remain current, effective, and compliant with legislation and best practice.

2. Child Safe Policy

Outlines the club's commitment to child safety, inclusion, and cultural safety. Ensures the wellbeing and rights of all children, particularly those who may be more vulnerable.

3. Child Safe Code of Conduct

Defines expected behaviours for adults interacting with children, including maintaining professional boundaries and responding appropriately to concerns.

4. Reporting and Responding to Child Safety Concerns

Details procedures for reporting suspected harm, abuse, or breaches of child safety. Ensures timely and legally compliant responses to all concerns.

5. Working with Children Check (WWCC) Policy

Requires all volunteers and staff in child-related roles to hold a valid WWCC. Includes procedures for verifying and recording WWCC details.

6. Complaints Management Policy

Provides a fair, accessible process for handling complaints from children, families, or volunteers regarding safety, behaviour, or misconduct.

7. Cultural Safety and Inclusion Policy

Supports the cultural needs of Aboriginal children, children from CALD backgrounds, LGBTQIA+ children, and children with disability. Commits to inclusive practice.

8. Inclusion and Disability Access Policy

Ensures children with disabilities or neurodiversity are supported through reasonable adjustments, inclusive language, and physical access.

9. Positive Behaviour Support Policy

Promotes safe and respectful behaviour. Emphasises proactive, strengths-based approaches to managing challenges and conflict among children.

10. Photography and Media Policy

Prohibits photo/video of children without written parent/guardian consent. Sets rules for storing and using images appropriately.

11. Online Safety and Social Media Policy

Governs how the club and its members interact with children in digital spaces. No private communication with children. Use only approved platforms.

12. Volunteer Management Policy

Covers recruitment, onboarding, supervision, training, and exit procedures for volunteers. Promotes consistency, fairness, and accountability.

13. Risk Management Policy

Outlines how the club identifies, assesses, and mitigates risks to child safety and wellbeing. Includes risk registers and control strategies.

14. Incident and Injury Reporting Policy

Describes how to report, record, and respond to any injury, accident, or behavioural incident. Supports transparency and continuous improvement.

15. Health and Safety Policy

Ensures all club environments meet basic safety standards. Includes hygiene, emergency procedures, supervision ratios, and first aid protocols.

16. Conflict of Interest and Ethics Policy

Ensures decision-makers disclose and manage conflicts of interest. Encourages ethical, transparent leadership and equitable access to services.

17. Transport Policy

Outlines when and how children may be transported by volunteers. Emphasises consent, risk minimisation, and safe vehicle use.

18. Environmental Safety Policy

Addresses the safety of sports grounds, equipment, change areas, and clubrooms. Ensures regular checks and hazard reporting procedures.

19. Privacy and Confidentiality Policy

Details how personal and health information about children and families is stored, shared, and protected. Upholds confidentiality at all times.

Policy Review and Maintenance Statement

Purpose:

To outline the standardised process by which all Geelong Abilities Sports Club policies are reviewed, updated, and maintained to ensure they remain current, compliant, and effective in supporting the safety, wellbeing, and engagement of children, families, staff, and volunteers.

1. Review Frequency

All policies will be reviewed:

- Annually as part of a scheduled policy review cycle.
- Following a critical incident, complaint, or safety concern.
- When legislation, regulations, or standards change.
- As requested by the Club's leadership, committee, or Child Safety Officer.

2. Responsibility for Review

- The Club President and Child Safety Officer are responsible for overseeing the review process.
- Relevant staff, volunteers, and committee members may be consulted during the review process to ensure practical application and accuracy.
- Where appropriate, input from children, families, and community partners may be sought to improve policy relevance and inclusivity.

3. Review Process

Each review will:

- Check for alignment with current laws, child safety standards, and best practice.
- Identify areas for improvement based on feedback, incidents, or operational changes.
- Update policy wording, contact details, or procedures where required.
- Ensure changes are documented, approved by the Club leadership, and clearly communicated.

4. Version Control and Access

- Updated policies will be stored in a central location accessible to staff and volunteers.
- Superseded versions will be archived for reference and compliance purposes.

5. Communication of Changes

- When policies are updated, relevant stakeholders (staff, volunteers, families) will be informed via:
 - Email notices
 - Team meetings or briefings
 - Updates to policy manuals or the Club's website

Contact for Policy Matters:

Club President: [Insert Name & Contact]

Child Safety Officer: [Insert Name & Contact]

Approved: [Insert Date]

Next Scheduled Review: [Insert Date]





Child Safe Policy

The Geelong Stars All Abilities Sports Club

Approved by: Committee of Management

Applies to: All volunteers, coaches, committee members, children, and families involved with the club

1. Commitment to Child Safety

The Geelong Stars All Abilities Sports Club is committed to providing a safe, inclusive, and empowering environment for all children and young people. We are dedicated to protecting children from harm and upholding their rights to feel safe, respected, and heard. We promote the cultural safety of Aboriginal children and those from culturally and linguistically diverse backgrounds, the safety and inclusion of LGBTQIA+ children, and the participation of children with a disability.

2. Children's Rights and Participation

We value the input of children and young people and actively encourage their voices in decisions affecting them. We promote child-led decision-making in team rules, club activities, and feedback processes.

3. Working With Families and Communities

We recognise families as key to children's wellbeing and safety. We work in partnership with parents and carers and welcome their involvement in our programs, decisions, and improvement processes.

4. Valuing Diversity and Equity

We celebrate diversity and are committed to eliminating discrimination. We provide a welcoming space for every child, regardless of ability, background, or identity. We make adaptations to ensure full inclusion of children with disabilities and regularly review our practices for equity and accessibility.

5. Our Code of Conduct

All volunteers, coaches, and committee members must read, sign, and follow our Child Safe Code of Conduct, which outlines respectful, appropriate, and safe behaviour around children.

6. Managing Complaints and Concerns

We take all concerns seriously and have clear procedures for handling disclosures, suspicions, or allegations of abuse. Children and families are encouraged to speak up. Reports can be made confidentially to our Child Safety Officer. We will support all parties involved and follow legal and ethical obligations to respond.

7. Recruitment and Screening

All volunteers, committee members, coaches, and anyone in child-related roles must hold a current Working with Children Check. Recruitment includes interview (where applicable), reference checks, signing of the Child Safe Code of Conduct, and induction in child safety policy and reporting obligations.

8. Training and Supervision

All adult members of the club are trained in the Child Safe Standards, identifying and responding to abuse, and club-specific safety procedures and codes. We provide ongoing guidance and supervision for volunteers and committee members.

9. Safe Physical and Online Environments

We identify and manage risks to child safety in all club spaces, including supervision, change room procedures, photograph permissions, and online communication.

10. Ongoing Review and Improvement

Our child safety policies and procedures are reviewed annually or after any incident or concern. Feedback from children, families, and volunteers informs updates.

11. Cultural Safety and Inclusion

We commit to embedding Aboriginal perspectives and cultural knowledge in our practices, acknowledging Country at events, and including diverse voices in leadership and decision-making.

Child Safety Officer

Name: [Insert name]

Email: [Insert email]

Phone: [Insert phone]

Role: Point of contact for any child safety concerns or reports

Reporting Concerns

If you believe a child is in immediate danger, contact 000. For child protection concerns, contact Child Protection (DHHS) or Victoria Police.

Policy Review Date

[Insert Date]

Next Review Due: [Insert Date]



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- Ensure changes are documented, approved by the Club leadership, and clearly communicated.

4. Version Control and Access

- Each policy will include the date of approval and next review due date.
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- When policies are updated, relevant stakeholders (staff, volunteers, families) will be informed via:
 - Email notices
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Contact for Policy Matters:

Club President: [Insert Name & Contact]

Child Safety Officer: [Insert Name & Contact]

Policy Approval:

Approved by: [Name], Club President

Date of Approval: [Insert Date]

Next Review Date: [Insert Date]



Child Safe Code of Conduct



Geelong Stars All-Abilities Sports Club

Approved by: Committee of Management

Applies to: All volunteers, coaches, staff, and committee members

1. Purpose

The purpose of this Code of Conduct is to:

- Promote the safety, wellbeing, and rights of all children and young people involved in the Geelong Stars All-Abilities Sports Club, especially those with disabilities who may be at increased risk.
- Clearly define acceptable and unacceptable behaviours for adults interacting with children.
- Support the Club's commitment to creating a child-safe and child-friendly environment that values inclusion, participation, respect, and empowerment.
- Provide guidance to all adults involved in the Club to help prevent and respond to child abuse and harm.

2. Scope

This Code applies to all individuals involved in the Geelong Stars All-Abilities Sports Club in any capacity, including:

- Volunteers
- Coaches
- Committee members
- Event organisers
- Support staff
- Third-party providers

It applies during club activities, events, training sessions, excursions, online interactions, and any other setting where Club members represent the organisation.

3. Guiding Principles

- All children have a right to feel safe, supported, and included.
- Children with disabilities have the same rights as all children and may also have additional communication, behavioural, or physical support needs.
- Child safety is everyone's responsibility.
- Our actions, words, and attitudes must demonstrate care, inclusivity, and respect at all times.

4. Acceptable Behaviours

All adults involved with the Club must:

- Act in accordance with the Club's Child Safe Policy, the Victorian Child Safe Standards, and all relevant legislation.
- Treat all children with dignity, equality, and respect, regardless of their disability, race, culture, gender identity, sexuality, religion, or background.
- Support the empowerment and inclusion of all children, encouraging them to express their views and participate in decisions that affect them.
- Use clear, positive, and respectful communication suitable to the child's age, ability, and communication needs.
- Create inclusive environments that accommodate the diverse abilities and support needs of participants.
- Maintain professional boundaries at all times, including appropriate physical contact only when necessary and in line with the child's comfort and consent.
- Ensure that another adult is present or within sight whenever working one-on-one with a child.
- Take reasonable steps to ensure activities are accessible, developmentally appropriate, and safely supervised.
- Report any concerns about a child's safety or wellbeing, breaches of this Code, or suspected abuse or neglect immediately to the Child Safety Officer or other appropriate authority.
- Respect the confidentiality and privacy of children and families, disclosing personal information only if required by law or to protect the child.

5. Unacceptable Behaviours

Adults involved in the Club must not:

- Engage in any form of abuse, neglect, discrimination, or exploitation of a child, including physical, emotional, sexual abuse, or grooming behaviours.
- Use demeaning, inappropriate, or offensive language, including jokes or sarcasm that targets a child's disability, background, or personal characteristics.
- Ignore or trivialise child safety concerns or complaints.
- Be alone with a child in an enclosed or private space where others cannot observe the interaction.
- Develop inappropriate relationships with children, including offering gifts, favouritism, or unnecessary physical affection.
- Use physical punishment or engage in shaming, blaming, or humiliating practices to manage behaviour.
- Photograph, record, or publish images or videos of children without written parental or carer consent, and without following Club media policies.
- Initiate or respond to private contact with children outside official Club communication channels (e.g., personal social media, texting, or phone calls).

- Attend Club activities under the influence of alcohol or drugs, or consume these substances while responsible for children.
- Fail to adjust communication and support approaches to meet a child's individual needs, including those related to disability.

6. Breaches of the Code

Breaches of this Code of Conduct will be taken seriously. They may result in:

- Verbal or written warnings
- Suspension or termination of involvement with the Club
- Mandatory reporting to statutory authorities
- Notification to relevant peak bodies or regulatory agencies



Reporting and Responding to Child Safety Concerns

Purpose:

To outline clear procedures for identifying, reporting, and responding to suspected harm, abuse, or breaches of child safety involving children and young people engaged with the Club. This policy ensures all concerns are managed promptly, appropriately, and in accordance with relevant child protection laws.

Scope:

This policy applies to all staff, volunteers, committee members, contractors, and anyone involved in the delivery of programs or services at Geelong Abilities Sports Club.

Policy Statement:

Geelong Abilities Sports Club is committed to the safety and wellbeing of all children. We take a zero-tolerance approach to child abuse and neglect and are committed to acting on every concern, suspicion, or allegation involving child safety.

1. Recognising Child Safety Concerns

Child safety concerns may include:

- Disclosure of abuse by a child or another person.
- Observation of behavioural or physical indicators of abuse.
- Witnessing concerning behaviour by an adult or child.
- Suspected grooming or inappropriate conduct.
- Breaches of the Child Safety Code of Conduct or Child Safety Policy.

2. Immediate Safety First

- If a child is in immediate danger, call 000.
- Ensure the child is in a safe environment.
- **Provide appropriate support to the child without interrogating or pressuring them.**

3. Reporting Requirements

- All club representatives must report reasonable suspicions of child abuse or safety breaches.

Internal Reporting:

- Immediately notify the Child Safety Officer or Club President.
- Complete a Child Safety Incident Report Form.
- Record factual details only; do not make assumptions or investigate yourself.

External Reporting:

Depending on the nature of the concern, the following authorities may be contacted:

Type of Concern	Report To
Abuse by a family member	Child Protection (DFFH)
Abuse by a club member or volunteer	Police and Child Protection
Sexual abuse or grooming	Victoria Police SOCIT
Mandatory reporting obligations	As per Children, Youth and Families Act 2005 (VIC)

Child Protection (DFFH): 1300 664 977 (Barwon region)

Victoria Police: 000 or local station

4. Mandatory Reporting

Teachers, early childhood workers, medical practitioners, nurses, and police are mandatory reporters and are legally required to report suspected physical or sexual abuse.

Although not all club staff are mandatory reporters by law, Geelong Abilities Sports Club requires all staff and volunteers to report any concerns about child safety.

5. Responding to a Disclosure

When a child discloses abuse:

Listen calmly and supportively.

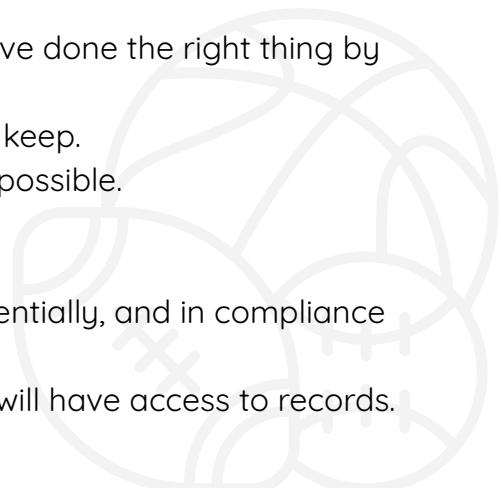
Reassure the child that they are not to blame and they have done the right thing by telling you.

Do not ask leading questions or make promises you can't keep.

Record what the child says in their own words as soon as possible.

6. Record Keeping

- All reports and records are to be kept securely, confidentially, and in compliance with privacy legislation.
- Only those directly involved in managing the concern will have access to records.



7. Support for Children and Families

- The Club will provide access to support services and refer children and families to appropriate external agencies if needed.
- Children and families involved in a report will be treated with dignity, respect, and confidentiality.

8. Protection for Reporters

- All reports will be treated confidentially.
- No disciplinary action or disadvantage will occur against anyone who makes a report in good faith.

9. Breaches of Policy

Failure to follow this policy may result in disciplinary action, including termination of involvement with the Club, and potential legal consequences.

10. Review and Communication

- This policy is reviewed annually or following a significant incident or legislative change.
- All volunteers and staff will be trained in this policy as part of their induction and receive regular refresher training.

Contact Details:

Child Safety Officer: [Insert Name & Contact]

Club President: [Insert Name & Contact]

Child Protection Barwon Region: 1300 664 977

Victoria Police: 000



Working with Children Check Policy

Purpose:

To ensure that all individuals working or volunteering with children at Geelong Abilities Sports Club meet legal requirements for child-related work and uphold the highest standards of child safety through the use of Working with Children Checks (WWCCs).

Scope:

This policy applies to all staff, volunteers, contractors, coaches, committee members, and any other individuals engaged in child-related work at Geelong Abilities Sports Club.

Policy Statement:

Geelong Abilities Sports Club is committed to providing a safe environment for children and young people. All individuals undertaking child-related work must hold a valid and current Working with Children Check (WWCC) or an appropriate exemption in accordance with the Working with Children Act 2005 (VIC).

1. WWCC Requirements

A valid WWCC is mandatory for all individuals in child-related roles within the Club, regardless of employment status (paid or unpaid).

The Club does not permit any person to commence child-related duties until their WWCC has been verified.

2. Who Must Obtain a WWCC

The following must obtain and maintain a WWCC:

All coaches, assistant coaches, and team managers.

All volunteers and staff who have direct contact with children.

Board or committee members involved in Club operations.

Contractors or visitors who engage in unsupervised child-related work.

Note: Parents volunteering at one-off events where their child is present may be exempt, but this is assessed on a case-by-case basis.

3. Verification Process

Before engaging in any child-related work:

Individuals must provide a copy of their WWCC card or digital certificate.

The Club will maintain a WWCC Register documenting:

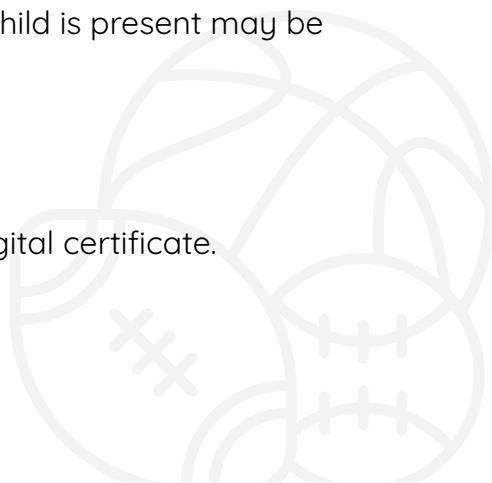
Full name

WWCC number

Expiry date

Date of verification

Role within the club



4. Record Keeping

All WWCC details are securely stored in a central register accessible to the Club's Child Safety Officer and President.

The register is regularly updated and reviewed prior to WWCC expiry dates.

A copy of each WWCC is retained in personnel files or volunteer records.

5. Ongoing Responsibilities

It is the responsibility of each individual to:

Renew their WWCC before the expiry date.

Notify the Club of any changes to their WWCC status (e.g., suspension, cancellation, pending charge).

Ensure that Geelong Abilities Sports Club is listed as an organisation on their WWCC record.

6. Failure to Comply

Failure to hold a valid WWCC or to notify the Club of a change in status will result in:

Suspension from duties involving children.

Possible termination of employment or volunteer involvement.

Reporting to relevant authorities if required.

7. Exemptions

Some individuals may be legally exempt from requiring a WWCC under Victorian legislation (e.g., registered teachers, police officers). However:

Exempt individuals must provide evidence of their exemption (e.g., VIT registration or Police ID).

The Club may still request a WWCC at its discretion.

8. Review and Training

This policy is reviewed annually or when there are changes to relevant legislation.

All staff and volunteers are trained in the WWCC policy as part of their induction process.





Complaints Management Policy

Purpose:

The purpose of this policy is to ensure that all complaints received by the Geelong Stars All Abilities Sports Club are managed in a fair, timely, transparent, and confidential manner. This policy supports the club's commitment to providing a safe, inclusive, and supportive environment for children with disabilities and their families, as well as for staff and volunteers.

Scope:

This policy applies to all participants, parents/carers, volunteers, staff, and stakeholders involved with the Geelong Stars All Abilities Sports Club.

Policy Principles:

- Everyone has the right to have their concerns heard and addressed in a respectful manner.
- Complaints are handled without bias, discrimination, or fear of retribution.
- All matters are treated with confidentiality and in line with privacy legislation.
- Where possible, complaints are resolved locally and informally.

Procedure:

1. Lodging a Complaint:

- Complaints may be made in writing, verbally, or electronically.
- A Complaint Form is available via email or at club events.
- Complaints can be submitted to the Club Coordinator, Child Safety Officer, or any committee member.

2. Acknowledgement:

- Complaints will be acknowledged within five (5) working days.
- The complainant will be informed about the process and likely timelines.

3. Investigation:

- The matter will be assessed promptly and may involve discussions with relevant parties.
- All complaints will be handled in a manner that ensures procedural fairness.
- Documentation will be maintained throughout the process.

4. Updates and Communication:

- The complainant will be kept informed of progress throughout the investigation.
- Where appropriate, mediation may be offered to resolve issues informally.

5. Resolution:

- Once a resolution is achieved, the outcome will be communicated to the complainant in writing.
- If unresolved or serious, the complaint may be escalated to the club's committee or external authorities.

6. Appeals:

- Complainants can request a review or appeal of a decision if dissatisfied with the outcome.
- Appeals are reviewed by a committee member not involved in the original decision.

7. Record Keeping:

- All complaints and related documents will be stored securely for a minimum of 7 years.
- Identifying information is kept confidential unless consent to disclose is provided.

Contact Information:

For all complaints, please contact the Club Coordinator at [insert club email/contact].



Inclusion and Diversity Policy

1. Purpose

The purpose of this policy is to affirm the Geelong All-Abilities Sports Club's commitment to creating and maintaining an inclusive, respectful, and equitable environment. This policy promotes a culture where all children, regardless of their abilities, backgrounds, identities, or circumstances, are welcomed, valued, and supported to participate fully in sport and social opportunities.

2. Scope

This policy applies to:

- All club members, including children and families
- Coaches, team leaders, support workers, and volunteers
- Committee members and administrative staff
- Visitors, spectators, and any other persons engaging with the club's activities, events, or facilities

3. Policy Statement

Geelong All-Abilities Sports Club recognises and celebrates the richness that diversity brings to our community and the importance of inclusive practices in sport and recreation. We are committed to ensuring that all children—regardless of disability, gender, cultural identity, race, language, religion, sexuality, family structure, or socio-economic background—have equitable access to participate in and enjoy the benefits of our programs.

4. Key Commitments

We will:

4.1 Foster Inclusion and Accessibility

- Design and deliver programs that are flexible, adaptive, and accessible to children of all abilities
- Provide reasonable adjustments to meet the individual needs of participants where possible
- Offer social and sporting environments that are safe, welcoming, and free from judgment or stigma

4.2 Celebrate and Respect Diversity

- Recognise and respect the unique identity, culture, language, and perspectives of all children and families
- Celebrate days and events that promote awareness and inclusion (e.g. International Day of People with Disability, Harmony Day, NAIDOC Week)
- Encourage diverse representation in leadership and volunteer roles

4.3 Promote Equity and Opportunity

- Ensure all children have equal opportunity to participate, learn, and develop skills
- Support children who experience barriers due to disability, trauma, financial hardship, or other challenges
- Provide inclusive pathways for growth, including leadership and peer mentoring opportunities where appropriate

4.4 Prevent Discrimination and Exclusion

- Take a zero-tolerance approach to discrimination, bullying, harassment, or exclusion based on any personal characteristic
- Provide clear procedures for reporting and responding to concerns of exclusion or unfair treatment
- Equip volunteers and staff with training and tools to model inclusive attitudes and behaviours

5. Responsibilities

Club Committee:

- Oversee the implementation and review of this policy
- Ensure club practices align with the values of inclusion and diversity

Volunteers and Staff:

- Model inclusive and respectful behaviour at all times
- Participate in relevant training
- Address or report any behaviour that breaches this policy

Families and Members:

- Support a culture of respect and inclusion
- Communicate any individual support needs or concerns so appropriate adjustments can be made

6. Breaches of Policy

Any form of discrimination, harassment, bullying, or exclusion will be taken seriously and addressed promptly through the club's grievance or complaints procedures. Members or volunteers who do not uphold this policy may be subject to review or disciplinary action.



Positive Behaviour Support Policy

Purpose:

To promote a safe, inclusive, and respectful environment where all children are supported to develop social and emotional skills, manage conflict constructively, and engage positively in club activities. This policy outlines a strengths-based, proactive approach to behaviour support that recognises the unique needs and abilities of each child.

Scope:

This policy applies to all children, staff, volunteers, coaches, and visitors involved in Geelong Abilities Sports Club programs and activities.

Policy Statement:

Geelong Abilities Sports Club is committed to upholding the rights, dignity, and wellbeing of all children. We promote positive behaviour through encouragement, modelling, and the use of proactive strategies, rather than punitive or exclusionary measures. We acknowledge that behaviour is a form of communication and respond to it with compassion, understanding, and clear expectations.

1. Guiding Principles

- Every child has the right to feel safe, valued, and included.
- Behaviour is influenced by developmental, environmental, social, and emotional factors.
- Positive behaviour is best supported through clear expectations, consistent routines, and trusted relationships.
- All behaviour is an opportunity to teach and learn social and emotional skills.
- Families are key partners in understanding and supporting a child's behaviour.

2. Behaviour Support Approach

Geelong Abilities Sports Club adopts a Positive Behaviour Support (PBS) framework, which includes:



- Proactive Strategies: Preventative planning, visual supports, social stories, routine charts, and environmental adjustments.
- Teaching Social Skills: Using games, role play, and modelling to teach emotional regulation, communication, turn-taking, and problem-solving.
- Strengths-Based Focus: Recognising and building on each child's strengths, interests, and successes.
- Individualised Responses: Tailoring supports to meet individual needs, including collaboration with families and external professionals where appropriate.

3. Expected Behaviour

Children are supported to:

- Show respect to others, including peers, staff, and volunteers.
- Use safe hands, safe feet, and safe words.
- Take turns and share equipment.
- Listen and follow instructions with support.
- Seek help from an adult when needed.

4. Responding to Challenging Behaviour

Staff and volunteers will:

1. Observe and Understand – Consider what the child might be communicating and identify potential triggers or unmet needs.
2. Redirect or Reframe – Gently guide the child towards alternative behaviours or offer choices.
3. Provide Supportive Interventions – Use calm tones, give space if needed, or introduce visual or sensory tools.
4. Debrief Supportively – Once the child is regulated, reflect together on what happened and what they can do next time.
5. Document Incidents – Where behaviour presents a risk of harm, staff will complete a behaviour incident report and inform caregivers.

5. Escalation and Safety Procedures

- If a child's behaviour poses immediate risk to themselves or others:
 - Remove other children from the area if necessary.
 - Use de-escalation strategies (e.g., quiet space, calm voice, reduced demands).
 - Seek support from additional staff or contact the Club President or designated Child Safety Officer.
- Restrictive practices (physical restraint or exclusion) are not permitted unless necessary to prevent imminent harm, and must:
 - Be proportionate, time-limited, and the least restrictive option available.
 - Be documented and reported immediately.
 - Prompt a review of the child's support needs and communication with the family.

6. Partnerships with Families

- Families are encouraged to share insights about their child's communication style, triggers, sensory preferences, and helpful strategies.
- Individual Behaviour Support Plans may be developed in consultation with families and allied health professionals.
- Families will be informed of any significant behavioural incidents and included in developing ongoing strategies.

7. Monitoring and Review

- Behaviour concerns and supports will be regularly reviewed in team meetings.
- Policy effectiveness will be assessed annually or following any serious incident.
- Feedback from staff, children, and families will inform updates to this policy.



Photography and Media Policy

1. Purpose

The purpose of this policy is to ensure the safe, respectful, and appropriate use of photographs, video, and digital media featuring children and young people participating in Geelong All-Abilities Sports Club (GAASC) activities. This policy supports the club's commitment to child safety, privacy, and inclusion and seeks to prevent the misuse of images.

2. Scope

This policy applies to:

- All children and young people under the age of 18 involved in GAASC activities
- Club participants of all ages with disabilities
- Parents, carers, volunteers, staff, contractors, and visitors
- All club-related events, both on and off-site
- All media platforms including websites, social media, newsletters, and promotional materials

3. Guiding Principles

- Every child and young person has the right to feel safe and respected.
- Children and their families have a right to privacy and control over how their images are used.
- Media representations must reflect the diversity, dignity, and abilities of all participants.
- Informed consent is essential and must be clearly obtained before any photography or filming takes place.

4. Policy Statements

4.1 Consent

- Photographs or videos of children and participants will only be taken or shared with prior written consent from a parent, guardian, or adult participant.
- Consent will be gathered through a signed Media Consent Form during enrolment or at the time of the event.
- Consent forms must clearly state:
 - How and where images may be used (e.g., social media, newsletters, website, promotional materials)
 - The option to withdraw consent at any time in writing
- A record of consent and any restrictions must be maintained securely by the club.

4.2 Safe and Respectful Use

- Images must:
 - Be respectful and portray participants in a dignified and inclusive manner
 - Never be taken in private settings such as change rooms, bathrooms, or first aid areas
 - Avoid revealing personal information such as full names, addresses, school names, or medical conditions
- Media should focus on activity rather than individuals where possible.
- Group photos are preferred unless individual consent has been clearly provided.

4.3 Social Media and Public Sharing

- Only authorised staff or committee members may post images to official GAASC platforms.
- All posts must be reviewed to ensure they:
 - Reflect the values of inclusion, respect, and safety
 - Do not breach any consent agreements
 - Comply with relevant child safety and privacy laws

4.4 External Media Requests

- Any media coverage or photography by external organisations (e.g., newspapers, sponsors, TV) must be approved by the GAASC committee.
- External parties must adhere to this policy and complete a media agreement.

4.5 Photography by Parents or Spectators

- Parents and carers may take photos of their own children during events, unless otherwise advised.
- Photos of other children must not be taken or shared without written consent from their parent or guardian.
- Spectators will be reminded of this policy through signage and announcements at events.

5. Breach of Policy

Any breach of this policy, including unauthorised sharing or misuse of images, will be taken seriously and may result in:

- Immediate request to remove images
- Restricted access to club events
- Disciplinary action for staff or volunteers
- Reporting to authorities if necessary (e.g., Child Protection, Police)

6. Review and Continuous Improvement

This policy will be reviewed annually or in response to:

- Changes in legislation
- Feedback from participants or families
- Concerns or incidents related to photography or media



7. Related Policies and Documents

- Child Safe Policy and Code of Conduct
- Privacy and Confidentiality Policy
- Media Consent Form
- Incident Management Policy

For further information or to discuss consent, please contact:

Club Coordinator – Geelong All-Abilities Sports Club

Email: [Insert Email]

Phone: [Insert Number]



Online Safety and Social Media Policy

Purpose:

To ensure the safe and respectful use of digital communication and social media by staff, volunteers, and members of Geelong Abilities Sports Club. This policy safeguards children and young people by outlining appropriate use of online platforms and prohibiting private digital communication with children.

Scope:

This policy applies to all club personnel including staff, volunteers, committee members, contractors, and anyone representing the Club in any official or informal capacity online. It also applies to interactions with children, families, and the broader community in all digital and online contexts.

Policy Statement:

Geelong Abilities Sports Club is committed to creating a child-safe environment in both physical and digital spaces. All online communication with or about children must be appropriate, transparent, and consistent with child safety standards. The Club prohibits private digital communication between adults and children and limits online engagement to approved, monitored platforms.

1. Guiding Principles

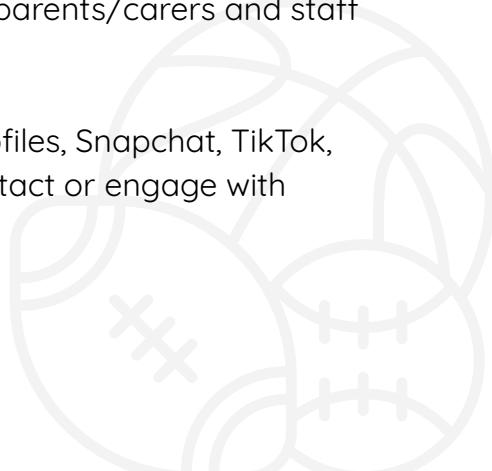
- Children have a right to be safe online, as well as offline.
- All communication must protect the privacy, dignity, and wellbeing of children.
- Club representatives must model respectful, responsible digital behaviour.
- Online interactions should reflect the Club's values of inclusion, respect, and safety.

2. Approved Digital Platforms

The Club permits the following platforms for communication and promotional use:

- Official club email accounts.
- The Club's public website and social media pages (e.g., Facebook, Instagram).
- Group messaging platforms (e.g., Team App) used by parents/carers and staff with administrator oversight.

Unapproved platforms (including personal Facebook profiles, Snapchat, TikTok, WhatsApp, Instagram DMs, etc.) are not to be used to contact or engage with children.



3. Communication with Children

- No private messaging or one-on-one digital communication with children is permitted under any circumstance.
- All communication should go through parents or guardians, using official club channels.
- Group messages involving children must include at least one other adult, such as a parent or club official.
- Children should never be tagged, named, or identified in public posts without written parental consent.

4. Use of Photos, Videos, and Online Content

- Images or videos of children may only be posted with written parental/guardian consent.
- Consent forms must specify how and where media may be used (e.g., newsletter, website, Facebook).
- Children's full names must never be published alongside identifying images.
- Media must show children in safe, respectful, and appropriate contexts.

5. Staff and Volunteer Responsibilities

Staff and volunteers must:

- Keep all online interactions professional and club-related.
- Never "friend", "follow", or "DM" a child from personal accounts.
- Immediately report any concerning or inappropriate digital contact involving a child to the Child Safety Officer or Club President.
- Maintain appropriate privacy settings on personal social media accounts to prevent unintended access by children or families.

6. Cyberbullying and Online Misconduct

- The Club does not tolerate any form of cyberbullying, harassment, or discrimination online.
- Any child, parent, or staff member who experiences or witnesses online misconduct is encouraged to report it immediately.
- Reports will be investigated in line with the Club's Complaints Management Policy and may result in disciplinary action, including removal from club roles.

7. Breaches of Policy

- Breaches of this policy by staff, volunteers, or members may result in:
 - Warnings or suspension.
 - Termination of role or membership.
 - Reporting to authorities if required by law.

Volunteer Management Policy



Purpose:

To ensure that all volunteers are appropriately recruited, inducted, trained, supported, and supervised to deliver safe, inclusive, and high-quality services to children and young people with disabilities participating in club activities.

Scope:

This policy applies to all individuals who engage in volunteer roles with Geelong Abilities Sports Club, whether short-term or ongoing.

Policy Statement:

Geelong Abilities Sports Club recognises the valuable contribution of volunteers and is committed to creating a safe, respectful, and inclusive environment where volunteers feel supported and empowered. Volunteers must adhere to the club's values, uphold child safety, and work collaboratively to promote the wellbeing of participants.

Key Principles and Procedures:

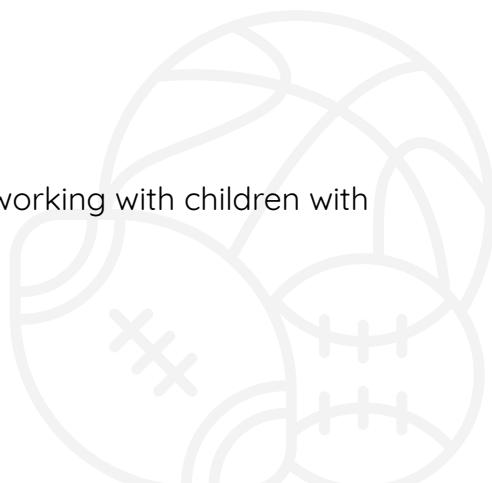
1. Volunteer Recruitment

- All prospective volunteers must complete a Volunteer Application Form.
- Working With Children Check (WWCC) is mandatory prior to engagement.
- At least two reference checks will be conducted for all volunteers.
- Volunteers are selected based on suitability, relevant experience, and alignment with the club's values and child-safe commitments.
- Geelong Abilities Sports Club embraces diversity and encourages applications from people of all backgrounds and abilities.

2. Induction

All volunteers must complete an Induction Program prior to commencing their duties, which includes:

- Overview of the club's mission, vision, and values
- Child Safe Policy and procedures
- Code of Conduct
- Emergency and safety protocols
- Roles and responsibilities specific to their position
- Mandatory reporting obligations
- Behaviour support and communication strategies for working with children with disabilities



5. Rights and Responsibilities of Volunteers

Volunteers have the right to:

- Be treated with respect, dignity, and fairness
- Work in a safe, inclusive, and supportive environment
- Receive training, supervision, and feedback
- Be recognised for their contributions

Volunteers are expected to:

- Adhere to all club policies and procedures, including the Child Safe Policy
- Treat children, families, staff, and other volunteers with respect
- Maintain appropriate boundaries and uphold confidentiality
- Promptly report any concerns, incidents, or breaches of conduct
- Notify the club if they are unable to attend a scheduled session

6. Recognition and Feedback

- Volunteers' contributions will be acknowledged and celebrated through certificates, appreciation events, and regular communication.
- Volunteers will have opportunities to provide feedback on their experience to help improve the program and volunteer processes.

7. Complaints and Concerns

- Volunteers may raise concerns or grievances through the Complaints Management Policy.
- Complaints will be handled confidentially, fairly, and in accordance with procedural fairness.

8. Exit and Review

- Volunteers leaving the club may be offered an exit interview to provide feedback and receive recognition.
- The Volunteer Management Policy is reviewed every two years or as required to ensure it remains current with legislative and organisational changes.



1. Purpose

The purpose of this Risk Management Policy is to provide a structured and proactive approach to identifying, assessing, mitigating, and monitoring risks that may affect the safety, wellbeing, and operational integrity of the Geelong All-Abilities Sports Club (GAASC). This policy is especially important given the unique needs and vulnerabilities of the children with disabilities who participate in our programs.

By embedding risk management into all aspects of our planning, operations, and decision-making, we aim to:

- Ensure the physical, emotional, and psychological safety of all participants, volunteers, staff, and visitors.
- Promote a culture of accountability, safety, and continuous improvement.
- Protect the club's reputation, resources, and ability to deliver inclusive sporting and social programs.
- Meet our legal, regulatory, and insurance obligations.

2. Scope

This policy applies to all GAASC activities, programs, staff, volunteers, contractors, club members, visitors, and any other stakeholders engaged in club operations or present at club-run events or facilities.

3. Definitions

- Risk: The possibility of an event or activity impacting the safety, health, welfare, operations, or reputation of the club or its participants.
- Risk Management: A systematic process for identifying, assessing, controlling, and monitoring risks.
- Risk Register: A documented record of identified risks, their ratings, controls, and review dates.

4. Key Principles

GAASC is committed to a risk management framework based on the following principles:

- Child safety and inclusion first – with special attention to the needs and communication styles of children with disabilities.
- Proactive identification and prevention – rather than reactive crisis management.
- Shared responsibility – all stakeholders, including staff, volunteers, parents, and participants, play a role in managing risk.
- Continuous review and improvement – policies and practices are regularly evaluated and updated.

5. Key Risk Management Strategies

5.1. Risk Assessments

- Conduct comprehensive risk assessments for all club programs, venues, excursions, and events before commencement.
- Review and update assessments annually or when significant changes occur (e.g. new program, new facility, change in participant needs).
- Consider all types of risk including:
 - Physical injury or illness
 - Medical emergencies
 - Behavioural and supervision issues
 - Child safeguarding and abuse prevention
 - Environmental hazards (e.g. weather, uneven surfaces)
 - Transportation risks
 - Equipment or facility failures
 - Inclusion/accessibility barriers
 - COVID-19 or other infectious disease risks

5.2. Risk Register

- Maintain a centralised Risk Register capturing all known risks, severity ratings, control measures, responsible persons, and review dates.
- Update the Risk Register after every risk assessment, incident, or review.
- Review the Register at each committee meeting and adjust controls or mitigation strategies as needed.

5.3. Risk Controls

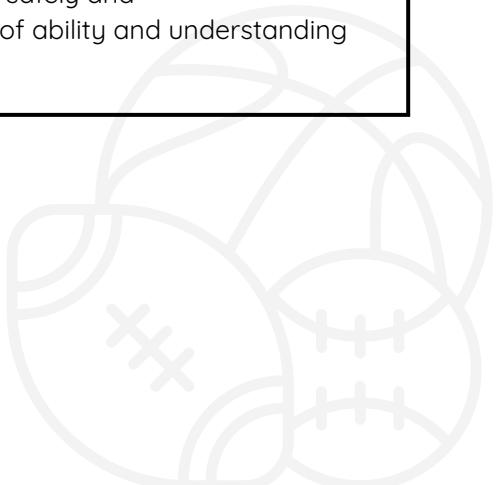
- Implement appropriate control measures for identified risks following the hierarchy of control (elimination, substitution, engineering, administrative, PPE).
- Ensure all control measures are realistic, inclusive, and accessible for participants with a wide range of disabilities.
- Clearly document and communicate all control strategies with staff, volunteers, and caregivers.

5.4 Reporting and Review

- Establish a clear process for incident and near-miss reporting, with follow-up and documentation.
- Analyse incident trends to identify recurring risks and implement preventative measures.
- Conduct annual policy and risk framework reviews, involving consultation with stakeholders including families and disability advocates.

6. Roles and Responsibilities

Role	Responsibility
Board/Committee	Oversight and approval of risk management policy and Risk Register
Risk Coordinator/Safety Officer	Leads risk assessments, manages Risk Register, reviews incidents
Program Leaders	Ensure program-specific risks are assessed and managed
Volunteers and Staff	Participate in training, follow risk procedures, report concerns
Parents/Carers	Share relevant participant needs, cooperate in risk mitigation
Participants	Engage safely and respectfully to their level of ability and understanding



1. Purpose

The purpose of this policy is to provide clear guidelines for the reporting, recording, and management of all incidents and injuries that occur during club activities. This ensures the safety, wellbeing, and protection of participants, volunteers, staff, and visitors, while also meeting our duty of care and legal responsibilities.

2. Scope

This policy applies to:

- All participants and members of the Geelong All-Abilities Sports Club
- Coaches, volunteers, committee members, and staff
- Parents, carers, and spectators attending club events

3. Policy Statement

Geelong All-Abilities Sports Club is committed to providing a safe and supportive environment. All incidents and injuries will be:

- Responded to promptly and appropriately
- Recorded accurately and confidentially
- Reviewed to identify risks and prevent recurrence
- Managed in line with relevant legal and regulatory requirements

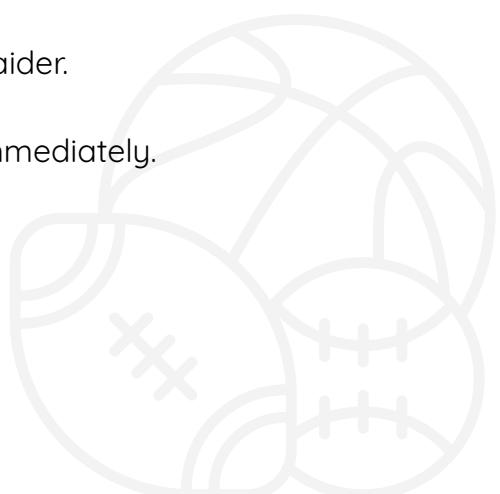
4. Definitions

- Incident: Any unplanned event that causes, or could cause, harm, damage, or disruption (e.g., accidents, behavioural issues, near misses).
- Injury: Any physical harm sustained during participation in club activities, regardless of severity.
- Near Miss: An event that did not result in injury but had the potential to do so.

5. Procedures

5.1 Immediate Response

1. Ensure the safety of the injured person and others.
2. Administer first aid where required by a qualified first aider.
3. If serious, contact emergency services (000).
4. Notify a coach, team leader, or committee member immediately.



5.2 Reporting

- All incidents and injuries must be reported as soon as possible using the Incident and Injury Report Form.
- Reports should include:
 - Date, time, and location of incident
 - Name(s) of person(s) involved
 - Description of incident/injury
 - Action taken and follow-up required
 - Witness statements (if applicable)

15.3 Recording

- Completed forms must be submitted to the Club Secretary within 24 hours.
- Records will be kept securely and confidentially in accordance with privacy laws.

5.4 Follow-Up

- The committee will review incidents and injuries to identify risks and implement preventative strategies.
- Parents/carers will be notified of any incident involving a child.
- Support will be offered to anyone affected by an incident.

6. Roles and Responsibilities

- Club Committee:
 - Maintain and review incident records
 - Ensure policy compliance and risk management
- Coaches/Team Leaders:
 - Ensure incidents are reported and forms completed
 - Provide immediate response and support
- Volunteers/Participants:
 - Report all incidents and injuries promptly
 - Follow safety procedures



Health and Safety Policy

1. Purpose

The purpose of this policy is to set out the commitment of Geelong All-Abilities Sports Club (STARS) to ensuring the health, safety, and wellbeing of all participants, staff, volunteers, carers, and visitors. The policy outlines responsibilities, procedures, and expectations to maintain a safe sporting environment.

2. Scope

This policy applies to:

- All participants and members of the club
- Volunteers, coaches, staff, and committee members
- Parents, carers, and spectators involved in club activities

3. Policy Statement

Geelong All-Abilities Sports Club is committed to:

- Providing safe, inclusive, and supportive sporting activities
- Identifying and reducing health and safety risks
- Complying with relevant laws and standards, including Work Health and Safety (WHS) legislation
- Ensuring that incidents, hazards, and risks are reported and managed effectively
- Promoting wellbeing through education, awareness, and safe practices

4. Key Principles and Procedures

4.1 Safe Environment

- Facilities, equipment, and sporting areas will be maintained in a safe condition.
- Accessibility needs of participants will be prioritised to ensure inclusivity.
- Regular inspections will be conducted to identify hazards.

4.2 Safe Participation

- All activities will be supervised by trained coaches or volunteers.
- Warm-up, cool-down, and injury prevention practices will be encouraged.
- Activities will be adapted to suit individual abilities and needs.

4.3 Incident and Hazard Reporting

- All incidents, injuries, or hazards must be reported using the Incident and Injury Report Form.
- Reports will be reviewed by the committee to address risks and prevent recurrence.

4.4 First Aid and Emergency Response

- Qualified first aiders will be available at all sessions and events.
- A stocked first aid kit will be accessible at all club activities.
- Emergency procedures (including evacuation and contacting emergency services) will be communicated to staff and volunteers.

4.5 Risk Management

- Risks will be identified, assessed, and minimised through proactive planning.
- High-risk activities will require approval from the committee and documented safety measures.

5. Roles and Responsibilities

- Club Committee
 - Ensure compliance with health and safety legislation and policy
 - Review incident reports and oversee risk management
 - Provide resources and training for safe practices
- Coaches and Volunteers
 - Promote and maintain a safe environment during activities
 - Report incidents, injuries, and hazards immediately
 - Follow emergency and first aid procedures
- Participants and Families
 - Follow safety instructions and use equipment appropriately
 - Report hazards or unsafe behaviour promptly
 - Respect the health and wellbeing of others



Conflict of Interest and Ethics Policy



1. Purpose

The purpose of this policy is to ensure that decisions and actions taken by committee members, staff, and volunteers of Geelong All-Abilities Sports Club (STARS) are ethical, transparent, and free from undue influence. It provides guidance on identifying, declaring, and managing conflicts of interest, and sets expectations for ethical behaviour within the club.

2. Scope

This policy applies to:

- Committee members
- Staff, coaches, and volunteers
- Contractors, consultants, and representatives acting on behalf of the club

3. Policy Statement

Geelong All-Abilities Sports Club is committed to the highest standards of honesty, integrity, fairness, and accountability. All members of the club community are expected to:

- Place the interests of the club above personal gain
- Act with respect, inclusivity, and professionalism
- Avoid situations where personal, financial, or other interests conflict with their duty to the club
- Declare any actual, potential, or perceived conflicts of interest immediately

4. Definitions

- Conflict of Interest: A situation where personal interests (financial, family, or other relationships) may influence, or appear to influence, decisions made on behalf of the club.
- Ethics: Principles of right conduct, integrity, fairness, and respect that guide behaviour.

5. Principles and Procedures

5.1 Identifying a Conflict of Interest

Conflicts may arise when:

- A committee member, staff member, or volunteer stands to gain financially from a decision.
- Family or personal relationships influence club decisions.
- Outside employment or roles impact impartial decision-making.
- A person receives gifts, benefits, or hospitality that could influence their judgment.

5.2 Declaring a Conflict of Interest

- All conflicts must be declared at the earliest opportunity to the Club Committee.
- Declarations must be recorded in the meeting minutes or the Conflict of Interest Register.

5.3 Managing Conflicts

- The person with the conflict must remove themselves from discussion and decision-making on the relevant matter.
- The committee will determine whether the conflict can be managed or requires withdrawal from the activity.

5.4 Ethical Conduct

- Always act honestly and in good faith.
- Treat all participants, volunteers, staff, and community members with dignity and respect.
- Uphold confidentiality and privacy.
- Use club resources responsibly and only for club purposes.
- Avoid behaviour that may bring the club into disrepute.

6. Breaches of Policy

Failure to declare or appropriately manage a conflict of interest, or engaging in unethical conduct, may result in disciplinary action. This can include removal from a role, termination of involvement, or other action deemed appropriate by the committee.

7. Roles and Responsibilities

- Committee Members: Lead by example, declare interests, and ensure compliance.
- Staff and Volunteers: Declare conflicts and act ethically in all roles.
- Club Committee: Maintain the Conflict of Interest Register and oversee ethical standards.



Transport Policy

1. Purpose

The purpose of this policy is to outline safe and consistent practices for transporting participants, volunteers, and staff to and from club activities. The policy ensures transport arrangements prioritise safety, accessibility, inclusivity, and duty of care.

2. Scope

This policy applies to:

- Participants and their families/carers
- Volunteers, coaches, and staff involved in providing or organising transport
- Any transport arranged, endorsed, or facilitated by Geelong All-Abilities Sports Club

3. Policy Statement

Geelong All-Abilities Sports Club (STARS) is committed to providing safe and accessible transport arrangements that:

- Protect the safety and wellbeing of all participants
- Meet legal and insurance requirements
- Respect the rights and dignity of participants and families
- Promote shared responsibility between the club, volunteers, and families

4. Principles and Procedures

4.1 General Guidelines

- Families and carers are primarily responsible for transporting participants to and from club activities unless otherwise arranged.
- Where the club organises transport, safety and accessibility will be the priority.
- All drivers must hold a valid driver's licence and comply with road safety laws.

4.2 Volunteer and Staff Transport

- Volunteers and staff may only transport participants if approved by the club and if appropriate insurance is in place.
- Drivers must hold a full, current driver's licence and have no disqualifications that would affect safe driving.
- Vehicles used must be registered, roadworthy, and fitted with appropriate safety restraints.
- A Working with Children Check (WWCC) is required if transporting children.

4.3 Safety Requirements

- Seatbelts must be worn at all times.
- Child restraints must comply with Australian Standards and be fitted correctly.
- The number of passengers must not exceed the legal capacity of the vehicle.
- Participants with additional needs must be supported with safe entry/exit and appropriate seating arrangements.

4.4 Club-Organised Transport (e.g., buses, vans)

- Commercial or community transport providers may be engaged to support safe and accessible travel.
- Providers must meet all regulatory safety standards.
- Where practical, carers are encouraged to accompany participants who require additional support.

4.5 Emergencies and Incidents

- In the event of an accident or emergency, the driver must prioritise safety, contact emergency services, and notify the club immediately.
- An Incident and Injury Report Form must be completed following any transport-related incident.

5. Roles and Responsibilities

- Club Committee
 - Oversee implementation of this policy and ensure appropriate insurance coverage.
 - Approve use of club or volunteer transport arrangements.
- Coaches/Volunteers/Staff
 - Follow transport safety procedures.
 - Report any incidents or concerns immediately.
- Families and Carers
 - Provide primary transport to and from activities unless otherwise arranged.
 - Ensure children/participants are collected on time and follow club safety expectations.



Environmental Safety Policy

1. Purpose

The purpose of this policy is to outline Geelong All-Abilities Sports Club's (STARS) commitment to providing a safe physical environment for all participants, staff, volunteers, and visitors, while also minimising the club's impact on the environment. This policy ensures facilities, equipment, and outdoor areas are safe, accessible, and environmentally responsible.

2. Scope

This policy applies to:

- All club activities, training sessions, events, and functions
- Club facilities, grounds, and equipment
- Participants, staff, volunteers, carers, and visitors

3. Policy Statement

Geelong All-Abilities Sports Club (STARS) is committed to:

- Providing a safe, clean, and accessible environment for all members of the community
- Identifying and managing environmental hazards to reduce risk of injury or harm
- Promoting environmentally responsible practices to reduce waste, conserve energy, and protect natural resources
- Complying with all relevant health, safety, and environmental legislation

4. Key Principles and Procedures

4.1 Facility and Equipment Safety

- Facilities will be regularly inspected and maintained to meet safety and accessibility standards.
- Sports equipment will be checked for wear and tear before use.
- Hazards such as spills, damaged surfaces, or broken equipment will be addressed immediately.

4.2 Outdoor Safety

- Grounds and playing surfaces will be maintained to minimise risk of slips, trips, or falls.
- Activities will be adapted or postponed in extreme weather conditions (e.g., heat, storms, poor air quality).
- Adequate shade, hydration, and rest breaks will be provided to reduce environmental risks.

4.3 Environmental Responsibility

- Waste will be managed through recycling, composting, and safe disposal of rubbish.
- Single-use plastics will be minimised where possible.
- Energy-efficient practices will be encouraged (e.g., turning off lights/equipment when not in use).
- Water use will be minimised through efficient practices and maintenance of facilities.

4.4 Hazard and Incident Reporting

- Environmental hazards (e.g., unsafe surfaces, broken facilities, exposure risks) must be reported immediately.
- All incidents related to environmental safety will be recorded using the Incident and Injury Report Form and reviewed by the committee.

5. Roles and Responsibilities

- Club Committee
 - Ensure facilities and grounds are maintained to safety standards
 - Oversee implementation of environmentally sustainable practices
 - Review and address environmental safety hazards and reports
- Coaches/Volunteers/Staff
 - Inspect equipment and facilities before activities
 - Report hazards promptly and take immediate action where safe to do so
 - Encourage participants to follow environmental safety practices
- Participants and Families
 - Use facilities and equipment safely and responsibly
 - Report hazards or unsafe conditions immediately
 - Support the club's environmental sustainability practices



Privacy and Confidentiality Policy

1. Purpose

The purpose of this policy is to ensure that personal and sensitive information collected by Geelong All-Abilities Sports Club (STARS) is managed responsibly, securely, and in accordance with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth). The policy also outlines the club's commitment to maintaining confidentiality in all interactions with participants, families, staff, and volunteers.

2. Scope

This policy applies to:

- Committee members
- Staff, coaches, and volunteers
- Contractors and consultants engaged by the club
- All personal information collected from participants, families, carers, and visitors

3. Policy Statement

Geelong All-Abilities Sports Club is committed to protecting the privacy and confidentiality of all personal information. The club will only collect, use, store, and disclose personal information where it is necessary for the functioning of the club and in accordance with legal obligations.

4. Definitions

- Personal Information: Information that identifies, or could reasonably identify, an individual (e.g., name, address, contact details).
- Sensitive Information: Includes details about health, disability, cultural background, or other sensitive data requiring extra protection.
- Confidentiality: The duty to keep information private and only share it with those who have a legitimate need to know.

5. Principles and Procedures

5.1 Collection of Information

- Information will only be collected where it is directly related to the club's functions and activities.
- Consent will be sought before collecting sensitive information, unless required by law.
- Wherever possible, information will be collected directly from the individual or their parent/carer.

5.2 Use and Disclosure of Information

- Personal information will only be used for the purpose it was collected (e.g., registration, communication, safety, and wellbeing).
- Information will not be shared with third parties without consent, unless required by law or necessary to protect the safety of a participant.
- Confidential conversations and records will be respected and safeguarded.

5.3 Storage and Security

- Information will be stored securely in physical or digital formats, with access limited to authorised personnel.
- Reasonable steps will be taken to protect data from loss, misuse, or unauthorised access.
- Records will be securely destroyed when no longer required.

5.4 Access and Correction

- Individuals (or their parent/carer) have the right to request access to their personal information held by the club.
- Requests to correct inaccurate or outdated information will be actioned promptly.

5.5 Confidentiality of Staff, Volunteers, and Committee Members

- All individuals working within the club must respect the confidentiality of participants and families.
- Information gained through involvement with the club must not be disclosed outside the club, except where required by law or with consent.
- Breaches of confidentiality may result in disciplinary action.

6. Roles and Responsibilities

- Club Committee
 - Ensure compliance with privacy laws and this policy.
 - Oversee systems for secure collection, storage, and use of information.
- Staff, Volunteers, and Coaches
 - Collect only the information necessary for club activities.
 - Maintain confidentiality in all records and conversations.
 - Report any suspected breaches of privacy.
- Participants and Families
 - Provide accurate and up-to-date information to support safe participation.
 - Notify the club of any concerns about privacy or confidentiality.

