



A HEAD START IN SPORT, IS A HEAD START IN LIFE

HEAD START SPORT

RISK MANAGEMENT POLICY & PLAN

As a Tennis Australia registered member, the Head Start Sport risk management policy and accompanying plans are aligned with the Tennis Australia Member Protection Policy & Safe guarding Children code. The exceptions to this statement are where the policy does not address the specific environments in which Head Start Sport operates.

HARASSMENT

- Harassment is any unwelcome or unsolicited behaviour, which is intimidating, humiliating, offensive, belittling or threatening to a person. It can be expressed or implied, physical, verbal or non-verbal (i.e. visual). It can be a single incident or repeated behaviour.
- Whether or not the behaviour is Harassment is determined from the point of view of the person receiving the behaviour, assessed objectively. That is, it must be behaviour that a reasonable person in possession of the same information would think the course of conduct amounted to harassment. It does not matter whether or not the person harassing intended to offend or not.
- All complaints will follow the procedure outlined in the Tennis Australia Member Protection Policy.
- For clarity, harassment can be, but is not limited to, any one or more of the following:
 - a. offensive physical contact;
 - b. intimidating acts;
 - c. Bullying;
 - d. asking intrusive questions about someone's personal life;
 - e. comments that put down or stereotype people;
 - f. derogatory, crude or demeaning jokes; and
 - g. name calling or physical threats.
 - h. For the avoidance of doubt, Harassment also includes Sexual Harassment.



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PERSONNEL AND PARTICIPANT PHYSICAL INTERACTION

All personnel are Tennis Australia certified and are expected to abide by the Tennis Australia Safe guarding Children Code. Acting in accordance with the Safeguarding Children Code not only protects children but also supports Personnel by providing standards of care that are clear, transparent and practical.

<https://www.tennis.com.au/wp-content/uploads/2021/10/2.-Safeguarding-Children-Code-of-Conduct-CLEAN-FINAL-6-Oct-2021.pdf>

PROTECTING PRIVACY AND CONFIDENTIALITY

All documentation relating to the participant is stored in a place where no unauthorised personnel can access them.

- hard copy documents are filed and stored securely.
- documents saved electronically are saved securely with restricted access.
- emails will not be sent to generic email addresses where others may have access to the account.

All personal information will be held until the express permission of the individual, parent or caregiver is granted.

PERSONNEL CHECKS, INVESTIGATIONS & CRIMINAL OFFENCES

- All Head Start Sport personnel are required to have current and active Working with Children Checks, National Police Checks and Tennis Australia accreditation. Further to the required checks, all potential personnel are interviewed to determine their suitability to the specified role and will be employed following a check of the nominated referees.
- In alignment with the Tennis Australia Member Protection Policy, should a complaint be received related to coaching practices, Head Start Sport follows the Complaint Handling Procedure outlined in Part VI of the National



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Policy. This includes situations, where personnel are being investigated for, or are charged with a serious criminal offence.

https://www.tennis.com.au/wp-content/uploads/2021/10/1.-Member-Protection-Policy-CLEAN-FINAL-6-Oct-2021_.pdf

- Where required, Head Start Sport personnel will undertake additional checks to ensure the best practice is upheld. This includes school system specific checks.

TRANSPORTATION

It is the responsibility of the parent or caregiver to transport children & young people to training, competition and tournaments.

No employee will transport children or a young person unless granted documented permission from the parent or guardian.

CYBER SAFETY & SOCIAL MEDIA GUIDELINES

Social Media posts will relate solely to the promotion of the Head Start Sport business and the promotion of healthy lifestyle and practices. Posts will only include participants that have acknowledged the photography policy during registration or otherwise specifically authorised posts.

PHOTOGRAPHY POLICY

- All Participants are aware that photography and videography will in all probability occur at scheduled events including training and competition;



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- All participants tick an acknowledgement on their registration attesting to the fact that they are aware that images are likely to be taken and that such images may be used for Head Start Sport promotion.
- Head Start Sport will only use appropriate images of registered or authorised participants, relevant to their sport and depicting them suitably clothed in a manner that promotes participation in sport.
- When using a photo of any registered participants, Head Start Sport will not name or identify the participant or display personal information such as residential address, email address or telephone numbers without gaining consent.
- Photography and video footage is usually only required by Head Start Sport three purposes:
 - Player training and development
 - Head Start Sport promotion and publicity
 - Participants and family use

DEALING WITH SITUATIONS WHERE A MEMBER IS BEING INVESTIGATED FOR, OR IS CHARGED WITH, A SERIOUS CRIMINAL OFFENCE.

In response to any report concerning an employee, volunteer or contractor specifically relating to harm or risk of harm to a child or young person the employee/volunteer would be removed from any role within the organisation that involves contact with children and young people.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.



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