



NSWFA Child Safeguarding Framework

Roles and Responsibilities

Role	Responsibility	Relevant Policy/Program
Policy Development & Review	NSWFA Board Director of Member and Child Protection	Child Safeguarding Policy Code of Conduct
Communication	NSWFA Board	Child Safeguarding Communication Program
Training	NSWFA Board	Child Safeguarding Training Program
Complaint Reporting and Handling	Board Conduct Committee Member Protection Information Officers Complaint Handlers	Complaint Reporting and Handling Process
Working with Children Check	Director of Member and Child Protection Club officials Coaches Volunteers	

1. Policy development and review

The NSWFA Board has responsibility for developing, applying and reviewing the Child Safeguarding Policy and the Communication and Training Programs that give effect to the Policy. The Board also carries responsibility for the Code of Conduct which applies to wider issues of conduct.

The Policy applies to children and young people, defined as anyone under the age of 18.

A member of the Board will be designated by the Board as Director of Member and Child Protection to oversee the application and operation of the Child Safeguarding Policy and Code of Conduct. This Director will be a member of the Board Conduct Committee and also be responsible for checking the WWCC status of NSWFA officials, coaches and volunteers.

This Director will lead an annual review of the Child Safeguarding Policy, Child Safeguarding Practices, NSWFA Code of Conduct and the Communications and Training Programs.

2. Communication

Via the Communications Program, NSWFA will aim to make all members of the NSW fencing **community aware of a shared responsibility to safeguard children and young people. The fencing community** is broadly defined to include everyone involved in the sport of fencing, including elected and appointed officials, coaches, volunteers, athletes, parents and spectators.

The Communication Program will ensure that members of the fencing community, particularly children and young people, know how to recognise abuse or improper conduct and who to contact if they are subject to abuse or improper conduct or they become aware of abuse or improper conduct towards others.

3. Training

The Child Safeguarding Training Program will educate officials, coaches, volunteers and parents on the responsibility of all in the fencing community to be alert to the risks of child abuse and to know what to do if they become aware of the actual or suspected abuse of children and young people. The Training Program will be delivered by a range of communication channels including workshops, webinars, the NSWFA website, emails, social media and printed material.

It will be a sustained ongoing effort.

4. Complaint Reporting and Handling

The Complaint Reporting and Handling Process will ensure that reports of abuse or improper conduct are dealt with promptly, effectively and confidentially.

The first point of contact will be Member Protection Officers (MPIO) whose names and contact details will be displayed prominently on the NSWFA website and in other communications.

The role of an MPIO is to be a trusted point of contact for anyone subject to abuse or improper conduct. The MPIO will guide the person concerned through the complaint reporting and handling process.

MPIOs must have completed a course provided by the Australian Sport Integrity Commission/Play By the Rules/NSW Office of the Children's Guardian.

If the complaint or report is about the abuse or suspected abuse of a child or young person, the MPIO will, with the consent of the abused person, report the matter to the NSWFA Director of Member and Child Protection.

If the child or young person is in imminent danger or if a crime may have been committed, the MPIO must report the matter directly to the NSW Police.

When a complaint or report of abuse or suspected abuse is received by the Director of Member and Child Protection, the Director will immediately report it to:

- The President and/or Vice President of NSWFA
- The President of the Australian Fencing Federation (AFF)

together with any recommended course of action. This may include reporting the matter to the NSW Police, the NSW Office of the Children's Guardian and the Australian Integrity in Sport Commission.

If the complaint is of a more general nature and does not involve abuse of children or young people, it will be dealt with under the procedures of the AFF Member Protection Policy and/or the NSWFA Code of Conduct as appropriate.

In such cases, the Board Conduct Committee may appoint a qualified Complaint Handler to investigate the circumstances, interview the people involved and prepare a report to the Board Conduct Committee with a recommended course of action.

5. Working With Children Check

Everyone in contact with children or young people in the course of their engagement (work) in the sport of fencing must have a current NSW Working With Children Check certificate.

This includes NSWFA and club officials, coaches and volunteers.

Anyone who is paid to work with children must have the 'Employee' WWCC issued by the NSW Office of the Children's Guardian.

Coaches engaged by NSWFA and working at the NSW Fencing Centre must be accredited by the AFF and hold an 'Employee' WWCC.

Coaches working with children in clubs and schools or on their own account should be accredited by the AFF and hold a WWCC Employee certificate as a person paid for their work with children.

Officials and other volunteers working with children who are not paid for their services must have the 'Volunteer' WWCC.

Officials, coaches and volunteers should carry their WWCC credentials on their phones (ServiceNSW app) and show their certificate on request.

WWCC certified coaches and volunteers are verified annually by NSWFA with the Office of the Children's Guardian.

Approved by the NSWFA Board – August 2021