

Archery Victoria Guidance Note			
Note No:	1001-GN-02	Version:	01
Revised Date:	30/09/2025	Replaces Version	New
Review Date:	30/09/2027	Pages:	5



Safeguarding Children and Young People Code of Conduct

This Safeguarding Children and Young People Code of Conduct outlines the expected behaviour within Archery Victoria and aligns with the Safeguarding Children and Young People Policy. The primary aim of this Code is to protect and safeguard children and young people participating in Archery.

This Code is to be followed at all times by all people within Archery Victoria and its Affiliated Clubs (Clubs).

The Policy and Code enters into force and applies to Archery Victoria and its Affiliated Clubs and Members as of 30 November 2025.

Breaches of the Policy after this date may lead to disciplinary sanctions in accordance with the processes provided in the Policy.

All Members and others should work to:

- Provide a safe environment for children and young people within Archery and they shall comply with this Code.
- Ensure that any physical contact with children is appropriate to the situation and necessary for the child's skill development.
- Refrain from intimate relations with all persons with whom you have a position of authority over.
- Report breaches of the Policy or the Code to the appropriate Club or Archery Victoria representative.

Note: For this Code of Conduct, persons in positions of responsibility and authority (PPRA) include: any adult affiliated with Archery Victoria that is an official, and any child or young person in Archery who is in a position of providing guidance and advice (authority) to other children and young people or adults

Persons in Positions of Responsibility and Authority (PPRA) must:

- Adhere to role boundaries
- PPRA must act within the boundaries of their roles (as defined in position description) at all times, unless with authority of the parent/guardian:
- provide unauthorised transportation to a child and young person;
- engage in activities outside of Archery Victoria or Club events or activities with children and young people who are members;
- seek contact outside of Archery Victoria or Club events or activities with children and young people who are Members; and/or
- accept an invitation to attend any private social function at the request of a child or young person who has participated, or is participating, in Archery Victoria or Club event or activity.

Support Children and Young People

PPRA must report any situation that they become aware of in which a child or young person requires assistance that is beyond the scope of their role/skill. They should at the earliest opportunity:

- Refer the matter to [Department of Families, Fairness and Housing](#), the Police, Sports Integrity Australia, (as appropriate), as well as to Archery Victoria;
- Contact the child or young person's parent or guardian as appropriate (which may be undertaken in consultation with Archery Victoria); or
- Seek advice from the President, Archery Victoria.

Comply with the Working with Children Check

PPRA must comply with Archery Victoria's Working with Children Check requirements. Details of which are found in the Safeguarding Children and Young People Policy, Section 4.

Use Appropriate Language and Tone of Voice

Using language and tone of voice in the presence of children that:

- provides clear direction, boost their confidence, encourages or affirms them; and
- is not be harmful to the child.

Not using language towards or in the presence of children that is:

- discriminatory, racist, or sexist;
- derogatory, belittling, or negative;
- unreasonably or unnecessarily threatening or frightening; or
- profane or sexual.

Provide Positive guidance (discipline)

PPRA should make children and young people participating in archery aware of the acceptable limits of their behaviour by using appropriate techniques and behaviour management strategies that:

- Are fair, respectful, and appropriate to the developmental stage of the child or young person involved.
- Provide clear directions and give an opportunity to change their behaviour in a positive manner.
- Does not include disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

Provide Supervision to Children and Young People

Supervision means providing constant and active observation of children, not just being present in the same area. PPRA shall:

- Be aware of each child or young person's location and be able to respond to individual needs and intervene if necessary.
- Maintain supervision ratios appropriate for the event, the age and gender of the children, and the size of the group.
- Keep training sessions, competitions, and events open to observation by parents and carers, creating a safer environment through transparency.
- Avoid being alone with a child or young person unless it's an emergency, and report any such incidents to club officials immediately.
- Have at least one other authorized adult present when children are in a change room.
- Ensure that any medical treatment is performed by an approved person and, where possible, involve parents or carers.
- Provide feedback, especially when of a personalised nature, having at least two adults present and in visible areas.
- Clubs conducting field tournaments and shoots must take into account the make-up of the group and adhere to Child Safe requirements when allocating archers to shoot groups.

Communication Using Electronic

PPRA should always copy in the parent/guardian in to electronic messages (such as text, email, Facebook or Instagram). Where a parent is not included in the communication:

- Restrict such communication to issues directly associated with Archery Victoria or Club's events, activities or programs.
 - Limit the personal or social content in communications to what is required to convey the event-related message in a polite, friendly manner.
 - Do not communicate anything that a reasonable observer could view as being of a sexual nature.
 - Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
 - Do not request a child or young person to keep a communication a secret from their parents or carers.
 - Do not communicate with children or young people using internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.
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Gifts to Children and Young People

PPRA should not give gifts to children and young people associated with Archery Victoria or Clubs without gaining prior authorisation from Archery Victoria or the relevant Club and the parents/guardian are made aware of any gift given.

Physical Contact with Children and Young People

PPRA must not have physical contact with a child or young person unless it is to appropriately correct technique or based on the immediate needs of the child or young person (such as to assist or comfort a distressed young person, and always in the company of a third person. Under no circumstances where it involves touching:

- of genitals, buttocks, or the breasts;
- where it would appear to a reasonable observer to have a sexual connotation;
- where it is intended to cause pain or distress to the child (e.g., corporal punishment);
- that is overly physical contact (e.g. tickling or other roughhousing;
- that is unnecessary (e.g., assisting with toileting when a child does not require assistance); or
- that is initiated against the wishes of the child, except if such contact may be necessary to prevent injury to the child or to others, in which case:
 - physical restraint must be a last resort;
 - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child to prevent harm to themselves or others; and
 - the incident must be reported to club or team management as soon as possible.
- that is physical contact initiated by a child or young person that is sexualised and/or inappropriate, or acts of physical aggression. These should be reported as soon as possible.

Initiating Sexual Misconduct and Relationships

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, children or young people participating in any Archery Victoria or Club environment.

Engaging in sexual behaviour while participating in Archery Victoria, events, programs or activities is prohibited even if the children or young persons involved are above the legal age of consent.

'Sexual behaviour' is interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution; and/or
- 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

If a child or young person attempts to initiate an intimate sexual relationship with a person of authority, it is that person's responsibility to discourage the approach and to explain why such a relationship is not appropriate.

Members may wish to seek advice or support from the Member Protection and Information Officer or equivalent if they feel harassed. The complaints procedure is outlined in the Complaints, Disputes and Discipline Policy.

Overnight Stays and Sleeping Arrangements

Overnight stays involving children and young people must be approved by Archery Victoria, with written parent/carer consent obtained prior to the overnight stay. Written approval can include formats such as email or SMS. Where appropriate and possible, consent should also be sought from the child or young person. Practices and behaviour by PPRA involved during an overnight stay must be consistent with the practices and behaviour expected during all other times.

Standards of conduct that must be observed during an overnight stay include:

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- children must be provided with privacy when bathing, toileting, and dressing;
 - appropriate dress standards must be observed when children are present – such as no exposure to nudity;
 - children must not be exposed to inappropriate language or pornographic material in any format;
 - children must not be left under the supervision of unauthorised persons such as accommodation staff, or peers;
 - sleeping arrangements must not compromise the safety of the children, including:
 - an adult must not sleep alone in the same room as children unless they are the parent or have parental responsibility for those children; and
 - children must not share a bed with an adult or another child;
 - children must have the right to contact their parents, or an Approved Person, if they feel unsafe, uncomfortable, or distressed during the stay; and
 - parents/carers must be permitted to contact their child if required.

Change Room Arrangements

Children must be supervised in any change room that is in official use by Archery Victoria or Club, whilst ensuring their right to privacy.

A PPRA must not:

- shower or change at the same time as supervising groups of children;
- be alone with a child in a change room; or
- use any camera or other recording device in a change room.

A PPRA must:

- ensure adequate supervision in public change rooms when they are used, providing the level of supervision required for preventing;
- abuse by members of the public,
- adult users, or
- general misbehaviour, while also respecting a child's privacy.
- ensure that females do not to enter male change rooms and males do not to enter female change rooms.
- ensure special arrangements that are respectful of the rights to privacy for trans gender children and young people.

Use, Possess or Supply of Alcohol or Drugs to Children

The use of legal drugs other than alcohol is permitted by a PPRA, provided such use does not interfere with the PPRA' ability to care for children and young people involved in Archery Victoria's or Club's programs, events or activities. A PPRA must not:

- use, possess or be under the influence of an illicit drug in the presence of a child or young person;
- use or be under the influence of alcohol while supervising a child or young person;
- be impaired by any other legal drug such as prescription or over-the-counter drugs while in the presence of a child or young person;
- supply alcohol or drugs (including tobacco) to any child or young person; or
- supply or administer medicines at the prescribed dosage, except when permitted by law or with the consent of the child's parent/carer and under a valid prescription for that child.

Transporting Children and Young People

- Children and young people may only be provided with transport by a PPRA in circumstances that are directly related to Archery Victoria or Club programs, events and activities.
- Other than in an emergency, a PPRA must not transport children without prior written approval from their parent or carer.
- When transporting children, the PPRA must drive responsibly, not be impaired by alcohol or other drugs/substances, have an unrestricted drivers' licence and to the extent practicable, not be alone in the car with a child or young person.
- Children and young people must only be transported in a roadworthy vehicle where the manufacturer stated capacity is adhered to and seatbelts and child restraints are fitted as required.

Note: Gaining prior written approval involves, providing information about the proposed journey, including: the form of transport proposed, such as private car, self-driven bus, bus with driver, train, plane or boat; the reason for the journey;

- the route to be followed, including any stops or side trips; and
- details of anyone who will be present during the journey other than PPRA.

Photographs of Children and Young People

Even though in Victoria it is not illegal to take photographs in a public place, nor is consent expressly required, we expect that photographers respect the privacy and wishes of others. Archery Victoria recommends the following practices:

- Obtain permission from parents/guardians and clearly outline how is the image going to be used, where is the image going to be displayed, and for how long.
- If the photograph/video is going to be taken at a place away from the Club's usual venue, make sure that parents/guardian are aware of this, and give them the option to be present.
- If the Club uses professional photographers, make sure they are aware that any images taken will remain the property of Archery Victoria/the Club and cannot be used or sold for other purposes. Any digital files must also be destroyed or handed over to the Archery Victoria/the Club.
- Do not allow photographers to be unsupervised or be alone with the child or young person.
- There should be no identifying personal information accompanying photographs, such as name, address or telephone number.
- Only use images of children that are relevant to the Archery Victoria/the Club's activities, such as children participating in archery.
- Except in the case of children and young people and/or their parents/carers distributing photos themselves, images are not to be distributed (including an attachment to an email) to anyone without the knowledge and approval of the parent/guardian.
- Be particularly respectful when taking photographs or videos involving children of minority groups, indigenous cultures, or other persons or communities with differing religious or spiritual beliefs, or who simply have general unease at the prospect of being recorded.
- Clubs should develop approval permission forms (part of the membership sign-on) for obtaining and using images of children if Club/Team Coaches film children for analysis in coaching purposes to improve performances, or advise the parents.
- Images taken by Club officials (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others.
- Images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required.
- Images are not to be exhibited on Archery Victoria or Club's website without parental/guardian knowledge and approval. Any caption or accompanying text shall be checked so that it does not identify the child or young person without their permission.
- Provide details for parents or other persons about who to contact if they have concerns or complaints around the use of inappropriate images or inappropriate behaviour in obtaining images.

Information and Training for PPRA

Archery Victoria or Clubs should provide access to regular training for officials, coaches, judges, and volunteers on child safe practices. They may choose to utilize resources and training programs offered by organizations like [Sport Integrity Australia](#).

PPRA including Club Committees should make themselves aware of the legal obligations related to child welfare and the duty of care owed to children and young people in sport, including potential vicarious liability for club officials.