



## KIROI ACADEMY MEMBER PROTECTION POLICY

Review Date: January 2026

Approved by: Kiroi Academy Management

### 1. KIROI ACADEMY COMMITMENT STATEMENT

Kiroi Academy is committed to the **safety, wellbeing, protection, and empowerment** of all children and members who participate in our programs, services, and events. We uphold a **zero-tolerance approach to all forms of abuse, misconduct, harm, discrimination, harassment, and bullying**.

Kiroi Academy will always:

- Act immediately to maintain a safe environment.
- Promote respect, dignity, fairness, and inclusion.
- Support the rights and voices of children.
- Empower athletes to participate in decisions affecting them.
- Ensure all KA personnel understand their safeguarding obligations.
- Maintain an environment where all children feel **safe, valued, respected, and supported**.

Kiroi Academy acknowledges our diverse community and commits to protecting the safety and wellbeing of:

- Children from culturally and linguistically diverse backgrounds
- Indigenous children
- Children with disabilities
- LGBTQ+ children and families
- All families regardless of background or circumstance

We work in partnership with parents, guardians, coaches, volunteers, and the broader community to provide a safe and supportive environment where every child can reach their full potential.

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### 2. PURPOSE OF THIS POLICY

The purpose of the Kiroi Academy Member Protection Policy (MPP) is to:

- Maintain responsible behaviour
- Support informed, ethical decision-making
- Protect every member from discrimination, harassment, abuse, bullying, and misconduct
- Clarify rights, responsibilities, and behavioural expectations
- Provide clear procedures for reporting breaches
- Uphold Child Safe Standards and National Integrity Framework (NIF) principles

This policy applies to all Kiroi Academy activities and covers:

- All behaviour on the gym floor



- Behaviour at competitions and events
- Online and electronic communication
- Away trips and overnight stays
- Social events and club functions
- Private behaviour where it affects KA operations, reputation, or safety

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### 3. WHO THIS POLICY APPLIES TO

This policy applies to **everyone** involved with Kiroi Academy, including:

- KA Management & Committee
- Coaches & Assistant Coaches
- Volunteers & Chaperones
- Judges
- Support personnel (medical/physio/psychologists/etc.)
- Gymnasts & Athletes
- Parents & Guardians
- Spectators
- Contractors
- Any adult engaged in a KA role

All individuals must comply with this policy in full.

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### 4. EXTENT OF THIS POLICY

This policy governs:

- All behaviours related to Kiroi Academy activities
- Training sessions, camps, competitions, workshops
- Social events and fundraisers
- Interstate and international travel
- Online conduct, social media behaviour, and communication
- Behaviour outside the gym where it affects child safety or KA reputation
- Any matter where there is suspicion of harm toward a child or young person

Kiroi Academy reserves the right to take action for behaviour conducted outside club activities if it impacts the wellbeing of our members or the integrity of the Academy.

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### 5. KIROI ACADEMY RESPONSIBILITIES



Kiroi Academy commits to:

- Adopt, implement, and enforce this policy
- Promote the policy and consequences of breaches
- Model appropriate and ethical behaviour
- Handle complaints promptly, fairly, and safely
- Record and enforce disciplinary measures
- Provide safeguarding training to personnel
- Maintain strict compliance with GA/GV requirements
- Seek advice from GV/GA on serious matters
- Review this policy every 12–18 months or earlier if needed

Serious issues include (but are not limited to):

- Criminal behaviour (physical or sexual assault, child abuse, grooming)
- Violence or threats
- Severe harassment, bullying, or discrimination

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## 6. INDIVIDUAL RESPONSIBILITIES

Every person associated with Kiroi Academy must:

- Be familiar with this policy
- Comply with all behaviour standards
- Complete required screening (e.g., WWCC/VIT)
- Treat all individuals respectfully
- Prioritise child safety at all times
- Report inappropriate behaviour, harm, or risk immediately
- Maintain accountability for their actions
- Comply with disciplinary outcomes imposed under this policy

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## 7. PROTECTION OF CHILDREN

Kiroi Academy is committed to safeguarding children and ensuring their physical, emotional, and psychological safety.

We will:

- Take all reasonable steps to prevent child abuse
- Respond promptly to concerns or disclosures
- Support staff, volunteers, and children to speak up



- Maintain safe, child-friendly practices
- Encourage active participation from children in shaping their environment

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### **7.1 Choosing Suitable Employees & Volunteers**

KA will:

- Use robust recruitment processes
- Complete WWCC/VIT checks
- Conduct reference checks and screening
- Assess criminal history checks (if required)
- Ensure information is stored confidentially
- Exclude individuals unsuitable to work with children

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### **7.2 Support, Train, Supervise & Enhance Performance**

KA ensures:

- All staff and volunteers working with children have ongoing supervision
- Personnel receive regular safeguarding training
- Processes are in place to support coaching development
- All staff understand their responsibility to create a child-safe environment

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### **7.3 Positive Guidance (Discipline)**

Kiroi Academy will:

- Use fair, respectful, and age-appropriate behaviour strategies
- Encourage positive relationships
- Give children a voice in matters that affect them
- Provide clear instructions when behavioural correction is required

KA prohibits:

- Harsh, cruel, frightening, humiliating, or degrading treatment
- Any form of corporal punishment
- Intimidation or shaming

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### **7.4 Positive Coaching Techniques**

Coaching must be:



- Respectful
- Developmentally appropriate
- Child-centred
- Free from emotional or verbal abuse

Under no circumstances may a coach:

- Use physical punishment
- Use techniques that degrade, humiliate, or emotionally harm a child

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### **7.5 Language & Tone of Voice**

Language must be:

- Calm
- Supportive
- Instructional
- Never abusive, sarcastic, or harmful

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### **7.6 Giving Gifts**

KA prohibits personnel from giving personal gifts to children except:

- Awards
- Medals
- Certificates
- Club-approved recognition items

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### **7.7 Electronic Communications & Social Media**

KA requires:

- Communication with children to be open, transparent, and via official channels
- Parents/guardians copied into all child-related communication
- No private messaging with children
- No posting of children's images on personal social media accounts
- No 1-on-1 electronic communication with children
- No uploading or posting of children's images without parent consent
- No inappropriate language online

Children may not use phones during training unless allowed by a coach.



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## 7.8 Taking Images of Children

KA requires:

- Parent/guardian permission for photography or filming
- No identifying information (full name, school, etc.) published without consent
- No photography in change rooms, bathrooms, or private areas
- Images to be used only for KA-related purposes
- Children to be suitably clothed in all imagery

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## 7.9 Supervision

- Children under 18 must be supervised at all times
- Parents must collect children promptly
- If a child is left unsupervised, KA personnel must intervene
- Coaches must not be alone with a single child

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## 7.10 Transportation

Parents/guardians are responsible for transportation

When KA arranges transport:

- Risk assessments must be conducted
- Drivers must hold valid licences
- Seatbelts and safety measures must be in place

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## 7.11 Physical Contact

Physical contact is permitted **only** when:

- Necessary for skill development
- Essential for safety
- Delivered appropriately and respectfully
- Consistent with the needs of the gymnast
- Never for the benefit of the coach

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## 8. INCLUSIVE PRACTICES

Kiroi Academy is inclusive and supports:

### 8.1 People with a Disability



KA will make reasonable adjustments where possible.

### **8.2 People from Diverse Cultures**

KA respects cultural and religious practices and will accommodate reasonable requests (e.g., uniforms, holidays).

### **8.3 Sexual & Gender Identity**

KA welcomes LGBTQ+ members and supports gender diversity.

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## **9. DISCRIMINATION, HARASSMENT & BULLYING**

Kiroi Academy maintains a zero-tolerance stance.

### **9.1 Discrimination**

Discrimination includes unfavourable treatment based on personal characteristics.

### **9.2 Harassment**

Harassment is unwelcome conduct that intimidates, offends, or humiliates.

### **9.3 Bullying**

Bullying includes repeated, unreasonable behaviour or a single severe incident.

Bullying includes:

- Verbal abuse
- Excluding or isolating others
- Spreading rumours
- Cyberbullying

KA will not tolerate any form of bullying.

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## **10. REPORT & RESPOND TO SUSPECTED ABUSE OR NEGLECT**

KA personnel must respond appropriately to any concern that a child is at risk.

Mandatory reporting obligations apply.

### **10.1 Responding to Complaints**

KA will:

- Treat complaints seriously
- Follow procedural fairness
- Provide the respondent a chance to respond
- Keep matters confidential where possible
- Impose reasonable sanctions

### **10.2 Complaint Handling Process**



Steps include:

- Listening to the complainant
- Documenting concerns
- Discussing options
- Notifying authorities if required
- Referring serious matters to GV/GA or external agencies

### **10.3 Disciplinary Sanctions**

Possible outcomes:

- Verbal or written apology
- Counselling
- Suspension of membership
- Removal from duties
- Withdrawal of awards
- Fines (if applicable)
- Termination of participation
- Any other action deemed appropriate

### **10.4 Appeals**

Individuals may appeal decisions based on rights within KA governance documents and relevant laws.