

# Artistic Swimming WA (ASWA) Safeguarding Children and Vulnerable Persons Policy

Version: 1.1

Approved by: ASWA Board

Review Cycle: Every 2 years



Artistic  
Swimming  
WA

Version	Updates	Board approval
1.1	Initial document created	2026

## 1. Purpose

This Policy outlines ASWA’s commitment to safeguarding children and vulnerable persons by ensuring a safe, inclusive, and respectful environment across all activities.

ASWA has zero tolerance for abuse, neglect, bullying, harassment, or exploitation and is committed to proactive risk management and continuous improvement.

ASWA will:

- Encourage children to speak up
- Provide accessible reporting pathways
- Promote awareness of rights

## 2. Scope

This Policy applies to all individuals engaged in ASWA, including Board members, coaches, officials, athletes, staff, volunteers, contractors, parents, carers, and spectators.

## 3. Definitions

**Child:** A person under 18 years.

**Vulnerable Person:** An individual at increased risk of harm due to age, disability, or other factors.

**Abuse:** Includes physical, emotional, sexual abuse, neglect, grooming, bullying, or exploitation.

## 4. Policy Statement

ASWA is committed to providing a child-safe and inclusive environment, embedding safeguarding into governance, leadership and operations, and complying with all relevant legislation including the Working with Children (Criminal Record Checking) Act 2004 (WA). ASWA will conduct mandatory reporting as per the obligations under WA law. A child-safe and inclusive environment is aligning with national frameworks such as the Sport Integrity Australia National Integrity Framework.

## 5. Guiding Principles

ASWA is guided by a child-centred approach that places the safety, wellbeing, and best interests of children and vulnerable persons at the forefront of all decisions and activities. The organisation maintains zero tolerance for any form of harm, abuse, neglect, bullying, harassment, or exploitation. Safeguarding is a shared responsibility across all levels of the sport, including Board members, staff, coaches, volunteers, athletes, and stakeholders. ASWA is committed to fostering an inclusive and respectful environment that values diversity and promotes

equitable participation. Proactive risk prevention and management practices are implemented to identify, assess, and mitigate potential risks. All safeguarding practices are underpinned by transparency and accountability, ensuring they are clearly communicated, consistently applied, and regularly reviewed.

## **6. Safe Recruitment, Screening and Engagement**

ASWA implements robust and documented recruitment and screening processes. ASWA will maintain formalised and consistent recruitment procedures to ensure all individuals working with children and vulnerable persons are suitable for their roles. This includes clearly defined role descriptions outlining safeguarding responsibilities, standardised interview processes that incorporate behavioural safeguarding questions, and thorough reference checks with a specific focus on child safety and conduct. All personnel will enter into written agreements (employment or volunteer) that clearly outline safeguarding expectations. All recruitment records will be securely stored and managed in accordance with relevant privacy legislation.

## **7. Induction and Engagement Requirements**

All personnel must hold a valid WWCC, complete identity checks, provide references, and sign safeguarding documentation. All personnel engaged in child-related roles must complete a formal safeguarding induction prior to commencing their role. As part of this process, individuals are required to acknowledge and sign key documents, including the Code of Conduct and Safeguarding Policy. They must also be informed of their responsibilities in relation to reporting concerns, as well as the organisation's complaint and response procedures.

## **8. Ongoing Monitoring and Renewal**

A central safeguarding register will be maintained by Artistic Swimming Australia, and which is regularly audited by the ASA Registrar to ensure compliance across all clubs. This includes tracking and renewing Working With Children Checks (WWCCs) and any other required clearances prior to expiry. Safeguarding behaviours will be incorporated into regular performance reviews, and any concerns, incidents, or complaints will be appropriately documented and managed in accordance with established procedures.

## **9. Code of Conduct**

All personnel must treat children with respect, maintain professional boundaries, avoid unsupervised one-on-one situations, and use appropriate communication at all times.

## **10. Education and Training**

ASWA provides mandatory safeguarding training and ongoing education to all relevant personnel. This is to ensure understanding of acceptable behaviours

## **11. Reporting**

All concerns must be reported immediately and handled confidentially in line with legal obligations and the National Integrity Framework. Mandatory reporting laws strictly followed

## **12. Risk Management**

ASWA will identify and mitigate risks across all environments including training, competition, travel, and online settings.

## **13. Breaches**

Breaches of this policy may result in disciplinary action, suspension, or referral to authorities.

## **14. Continuous Improvement**

ASWA is committed to:

- Ongoing review and improvement
- Alignment with national best practice
- Strong governance and accountability

## **15. Related Documents**

- ASWA Code of Conduct
- ASWA Member Protection Policy
- National Integrity Framework
- WWCC legislation (WA)

## **16. Approval**

Approved by the ASWA Board: April 2026

Next Review Date: April 2028