

SLSNSW Child Safe Activity Planning Guide

At Surf Life Saving NSW (SLSNSW), keeping children and young people safe is a shared responsibility. All Surf Life Saving Clubs and members have a legal and ethical responsibility to create an environment to minimise the risk of harm and abuse to children and young people.

Child Safe Risk Management is an important part of keeping children and young people safe. It focuses on identifying and mitigating risks to children and young people in physical and online environments.

This Child Safe Activity Planning Guide (CSAPG)

- Provides a guide to planning activities involving children and young people (CYP) under the age of 18yrs.
- Includes potential child safe risk areas, strategies to manage the risks and a template activity information letter to assist communications with participants, parents/guardians.
- Should be used every time you organise an activity that includes CYP including social events, day trips, overnight stays or carnivals where the team is travelling as a club. (A new Child Safe Activity Planning Guide should be completed even if the activity has been run previously).

Section 1 - Program Overview includes key contacts for the activity and a checklist of information to gather and tasks to be completed when planning the activity.

Section 2 - Pre-Activity Planning provides a guide to planning and communicating with participants, parents/guardians, volunteers and supervisors.

Section 3 - Child Safe checks highlight child safe risk areas that are often part of activities and events involving children. Items that are not relevant can be discarded, and alternative strategies that are put in place to manage risks can also be noted here.

Appendix 1 – Activity Information Letter. This document can be edited to meet the needs of your activity. It includes key information to be shared with participants, parents/guardians and supervisors. It may be adapted to meet your needs, for example, to be used as part of an application or nomination form for participants or as a letter to confirm the activity details after participants have nominated to attend. It aims to provide and gather important child safe information to and from members.

The Activity Organiser will:

- *Populate the letter with the relevant information for the Activity.*
- *Delete information from the letter that is not relevant to the Activity.*
- *Use the letter to document signed consent for the Activity including medical, travel, transport, photography and media.*
- *Add areas of consent that may be relevant to the Activity.*
- *File the completed and signed letter confidentially.*
- *Use this information to provide Activity Supervisors with lists or registers of participant's consent e.g. transport, photography.*

Clubs are also reminded to complete:

- A **safety risk assessment** for all activities involving members and
- An [application for involvement in a Special Event](#) for activities outside the scope of day-to-day club activities such as patrol or fundraising. These may include day or overnight camps, displays or community event participation, providing services such as water safety or first aid at external events like triathlons or marathon.

1. Program Overview Information

Activity Details and Contacts		
Name of Activity		
Dates		No. of days:
Organiser - name/phone no.		

Club Contacts	Name	Phone	Email
Club President			
MPIO			

Venue Details for Activity	
Date	
Venue Name	
Address	
Venue Contact	
Nearest hospital / Medical Centre	
Site Risk Assessment Complete and Implemented (<i>Incl. date</i>)	

Insurances and Registration	Yes	No, why?
Vehicle - Insurance and Registration		
Vehicle - Safety Checks (<i>Up-to-date service, Seat belts</i>)		
Special events application form completed and approved		

Response and support plans for CYP and supervisors	Yes	No, why?
Emergency contacts		
Medical, disability, cultural, realigious supports		
Medication - storage and administration plan		
Transport Accident / Incident Response Plan		
Incident / Injury / Emergency Response Plan (<i>eg Fire evacuation, CYP injury, parent/guardian late pick-up CYP</i>)		
Lost child response plan		
Consent and registers	Yes	No, why?
Photo / video consent (and non-consent) register		
Transport consent register		
Passport details register		

Plan the supervision needed for the Activity		Yes	No
	Notes to consider		
List the roles and supervision needed for each part of the activity (<i>e.g. to cover illness, breaks, supporting CYP in emergency, travel and pitstops</i>)	Consider the required ratios based on the: <ul style="list-style-type: none"> activities being undertaken age, disability, cultural, religious and gender needs of the group. 		
Identify which roles/supervisors need a Working with Children Check (WWCC) Note: Supervisors include member volunteers and contractors	Refer to the SLSNSW WWCC requirements for which roles require a WWCC and what exemptions may be in place.		
Verify WWCC and check they have the required information and training (<i>e.g. First Aid, Child Safe Awareness, Code of Conduct</i>), sight drivers licences (if applicable)	Include supervisors, media team (e.g. for photos/videos/live streaming) and drivers.		

2. Pre-Activity Planning

Communication with participants, parents/guardians, volunteers and supervisors

The following information and the **Activity Information letter template in Appendix 1** are to assist you planning activities and communicating with participants and parents/guardians.

1. Populate and send an Activity Information letter (or email) to participants and parents/guardians

The Activity Information letter template (Appendix 1) can be adapted to suit your Activity. The letter includes:

- Details about the activity
- Signed written consent from a parent/guardian for a CYP to attend an activity, travel and transport arrangements or for photos and video to be taken
- Information to collect from participants. e.g. medical, medication, disability, cultural, religious needs
- Signed risk waiver for the activity

Note: We recommend you review the Child Safe Activity Planning Guide in full before you send the Activity Information letter to ensure all safety checks are considered and key information is captured and shared.

2. Deliver a pre-activity briefing for children and young people participating and their parents/guardian

You may also like to hold a parent/guardian only session to highlight key information and provide an opportunity for parents/guardians to ask questions.

3. Deliver a pre-activity briefing for supervisors.

Provide information about:

- Roles, responsibilities, expected behaviour and consequences for breaching the [SLS Code of Conduct](#)
- Use, possession, or supply of alcohol, tobacco/vapes or drugs including no alcohol or non-prescribed drugs during the activity or breaks. ([SLS Child Safe Policy - Code of Conduct 7.11](#))
- Identification required e.g. *must wear ID tags, uniforms*
- Contacts and communications
- Emergency response and relevant documents
- Consent registers - *list of names and contact details for children and young people or the parents/guardians who consent or do NOT consent to activities e.g. photos/videos, transport*
- Identification for CYP and other members who have not consented to photos/videos e.g. coloured wristband
- Dietary or medical conditions of CYP
- Safe storage of medication
- Security at night
- Supervision roster
 - Minimum 2 supervisors for any CYP at all times, including for First Aid
 - No 1:1 supervision including in or around bathrooms, toilets, changing rooms, bedrooms
- Reminder to contact Activity Organiser immediately if 1:1 interaction with CYP is required or happens accidentally e.g. *in an emergency, transport with a CYP or parent/guardian is late to pick up.*
- No 1:1 contact with CYP via text, email or social media. All electronic communications must have consent from and, wherever possible, include parents/guardians.

To improve supervisor and CYP safety:

- Ask supervisors to inform you if they have:
 - An existing relationship with CYP participants
 - Personal or medical needs that need to be considered for the activity
- Provide supervisors with relevant contact details (e.g. *President or MPIO*) to report if a CYP contacts them personally on non-activity matters or without a CYPs parent/guardian knowledge

Person(s) completing the Child Safe Activity Planning Guide

Name	Position	Signature	Date

Name	Position	Signature	Date



3. Additional Child Safe Checks

In addition to planning the activity and engaging with participants and their parents/guardians, the following child safety checks should be completed. These include physical and online environment checks at the activity venue and accommodation for overnight stays.

Activity Venue Checks (including accommodation for overnight stays)

- General Site Safety Risk Management Plan** – complete and implement including roads, water hazards
- Evacuation plans in place** – signage, explained in briefings and meetings with the group
- Site Map** – create and distribute
- Consider if physical changes are possible to make areas more child safe** e.g.
 - **Open plan areas** – when meeting with CYPs / clear line of sight
 - **Windows/doors** – have clear glass e.g. First Aid Room
 - **Increase supervision** – if the environment cannot be changed
- General Public Access** – identify areas accessed by the public
 - *Are there other events on at the same time?*
 - *What safety strategies are required? e.g. Safety reminders for CYP, increased supervision*
- Signage** – e.g. 'out of bounds' areas for concealed or non-supervised areas, First Aid room, lost child meeting point, evacuation
- Mobile phone reception** – if limited, what are the alternative communication options?
- Extreme weather plan** e.g. Is there shelter, water, sunscreen?
- Security** e.g. cameras, lighting, supervision at night

Bathrooms and Change Rooms – [SLSA Child Safe Policy – Code of Conduct 7.10](#)

- Separate facilities and/or cubicles where possible. If not possible, implement alternatives such as a roster of access for different genders, adults and CYP at different times.

Photos / Video / Live Streaming – [SLSA Child Safe Policy – Code of Conduct 7.7](#)

- Follow current publishing and posting guidelines for photos, videos and live streaming including**
 - Checking the consent register
 - ONLY publish on official SLS website, social media, publications e.g. annual report
 - DELETE all photos/videos no longer required after the competition or activity

Overnight stays and sleeping arrangements

- Sharing rooms** – Follow [SLSA Child Safe Policy – Code of Conduct 7.9](#) Examples include:
 - Only members of a similar age and of the same gender to share a room
 - Consider the individual needs of the members
 - Encourage input by members - check members are comfortable with the accommodation arrangements
 - Adults DO NOT share rooms or beds with CYP - unless they are sharing ONLY with their child/ren
 - Signed consent from the CYP's parent/guardian is required if they wish an 18+ member to share the room with their child e.g. a club competition team who are a mix of 17-, 18- and 19-year-olds

Person(s) completing the Child Safe Activity Planning Guide

Name	Position	Signature	Date

Name	Position	Signature	Date



Appendix 1

Activity Information letter template for participants, parents/guardians

The template provided below is intended for participants and parents/guardians. It outlines details such as briefings, key contacts, activity details, travel arrangements, emergency contacts, medical needs and behavioural expectations. Clubs should use this letter template to ensure they communicate important information and obtain necessary consents and information from participants and their parents/guardians before the Activity.

Dear **Member Name**,

Welcome and thank you for expressing an interest to attend **NAME OF ACTIVITY** on **DATE**.

This letter provides you and your parents/guardians with important information about **NAME OF ACTIVITY** and how we will work to make this a fun, safe and enjoyable event. Please review and complete the information below and return to **NAME** by **DATE**. Please keep a copy of this letter as it contains key information about **NAME OF ACTIVITY**.

Information Briefing

We invite you to a briefing to explain the details of **NAME OF ACTIVITY** and answer your questions. This will be held **TIME AND DATE AND VENUE**.

Activity Organiser and Key Contacts

This activity is being coordinated by **NAME** who is the **POSITION**. They/I will be the key contact for this activity and can be contacted on **PHONE** for any additional questions you may have in the lead up to, or during the activity. Feedback and complaints can also be made to this person.

Additional supervision will be provided by **volunteers/parents** who are over the age of 18, have completed the Child Safe Awareness Training and have a verified WWCC.

Details of the Activity

- *Description of activity and itinerary*
- *Outline any costs*
- *What do you need to bring/pack e.g. board, goggles, wetsuit, jumper, lunch*
- *What supervision will be provided and when*
- *Meals and food requirements*

Travel and Transport *(Choose the appropriate information to include in this letter)*

- *Members will be responsible for their own travel and transport to/from the activity*
- *Members will meet at the club and travel together*

Include information on meeting times and locations

Overnight Stays and Overseas Activities *(Choose the appropriate information to include in this letter)*

- *Accommodation details*
- *Room arrangements*
- *Supervision overnight*
- *Check in / check out times, briefing meeting times*
- *Passport / visa requirements / travel documents*
- *Cultural considerations such as food, clothing, language*
- *Currency*

Feedback, Reporting Concerns or Lodging Complaints

If you feel unsafe or have any concerns before, during or after the activity contact the Activity Organiser (**Contact details**), MPIO (**Contact details**), or a trusted adult. You can also make an online complaint through [SLS online complaint](#) portal.

Application Form

Member Name and Emergency Conatcts	
Participant Name	
Age	
Phone Number	

Parent / Guardian / Emergency Contact (if participant is U18 yrs)	
Name	
Relationship to Member	
Phone	
Email	
Name	
Relationship to Member	
Phone	
Email	

Member Support		
Do you have any medical needs (e.g. condition, illness or allergy)	Yes	No
If yes, please provide relevant medical information including: <i>Medication or support required, medication details including name, administration times, dosage or storage details</i>		
Do you have disability, learning or access needs?	Yes	No
Please describe your needs and/or attach a plan as required		
Do you have Religious or Cultural requirements we need to be aware of?	Yes	No
Please describe needs e.g. times for prayer or worship, food options, interpreter		



Feedback, Reporting Concerns or Lodging Complaints

If you feel unsafe or have any concerns before, during or after the activity contact the Activity Organiser ([Contact details](#)), MPIO ([Contact details](#)), or a trusted adult. You can also make an online complaint through [SLS online complaint](#) portal.

Behaviour expected

All members must adhere to the [SLS Code of Conduct](#) and treat others with respect. Harassment, bullying and disrespectful behaviour will not be tolerated.

I Agree / Do not agree to follow the [SLS Code of Conduct](#).

Activity and Transport

I Consent / Do not consent to participate in **NAME OF ACTIVITY** as described above. This consent includes the relevant accommodation arrangements and supervision.

I Consent / Do not consent to travel to and from the Activity by **MODE OF TRANSPORT**

Media - Photo/Video/Live Streaming

I Consent / Do not consent to respectful and appropriate images being taken of me and being used for club publications and social media including, but not limited to Facebook, website, newsletters.

I know I can withdraw my consent at any time by contacting the Activity Organiser.

Member signature	Parent / Guardian signature (for members U18)
Date	Date

Risk Waiver

In the case of an emergency, if it is impractical to communicate with me or my emergency contacts, I authorise the SLS activity staff to arrange medical or surgical treatment for me, as may be deemed necessary for my immediate health and safety.

I understand that although **CLUB NAME** and its service providers attempt to minimise any risk of personal injury within practical boundaries, accidents do happen, and all physical activities carry the risk of personal injury.

I acknowledge and accept there is an inherent risk of personal injury in physical activities that will be undertaken as part of the program.

Member signature	Parent / Guardian signature (for members U18)
Date	Date

