



# INFORMATION BOOKLET

Inc. No. A0047844S

## WELCOME TO WARRANDYTE CALISTHENICS COLLEGE

Thank you for choosing the Warrandyte Calisthenics College.

We hope that you enjoy your calisthenics journey with us and that you will be part of our calisthenics family for many years to come.

Our club was founded in 2001, with the goal to offer the local community a calisthenics club with a difference; a club where every member feels safe, supported, and valued.

A club that teaches good quality, competitive calisthenics, and keeps in line with the rules laid down by our state and national bodies. We have a strong focus on performance, rather than winning.

We hope to pass on our passion for this sport and share our combined wealth of experience with you and your children.



### OUR VISION

To provide an inclusive, safe environment with a holistic approach to developing confident performers through quality calisthenics.



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## WHAT IS CALISTHENICS?

Calisthenics is an artistic team sport unique to Australia. It combines dance, gymnastics, singing, apparatus manipulation and ballet. Calisthenics involves a team of participants, usually learning four to six routines throughout the year choreographed to music, and then these routines are presented on a theatre stage at competitions and concerts.

Calisthenics combines the best aspects of sport and performing arts.

### Benefits of Calisthenics

Calisthenics enhances physical, emotional, intellectual, and social development for performers, and helps to develop:

- Strength, flexibility, coordination, fitness
- Grace, poise, posture
- A valuable understanding of the importance of commitment
- Musical appreciation and rhythm
- Team spirit, goal setting
- Confidence, leadership, responsibility, perseverance, resilience, self esteem
- Fun and friendships
- The wide variety of Calisthenics skills

### Calisthenics Victoria Incorporated

Calisthenics Victoria (CaliVic) is the state body for the sport of Calisthenics in Victoria. They aim to promote the sport of Calisthenics, organise competitions and assist calisthenics clubs and colleges. Each club/college and its members are required to be registered with CaliVic (for insurance purposes) to be able to attend classes, compete and perform on stage. To find out more about CaliVic, visit <http://www.calisthenics.asn.au/>

## CALISTHENICS ITEMS

*Following are brief descriptions of the items Calisthenics participants may learn. Ordinarily there are 4 to 6 routines per age section. All are performed to carefully chosen music according to age and set time limits.*

**Figure Marching:** The marching team executes many intricate floor patterns; however deportment and uniformity remain the most important factors.

**Club Swinging:** This is probably the hardest routine to perform correctly. Teams are required to swing clubs in unison with perfect rhythm, technique, and uniformity in a circular action.

**Free Exercises:** A team performs a series of strong movements involving high levels of flexibility, control and uniformity of rhythm. Routines test the performers' stamina, flexibility, and timing, and are physically challenging.



**Rods:** A team performs similar movements to free exercises, with the added complication of an apparatus in their hands; that is, a long rod which is manipulated constantly and quickly through the routine.

**Aesthetic and Rhythmical Aesthetic Exercises:** These are ballet influenced items requiring the team to perform graceful movements in unison. Rhythmical Aesthetics also includes elevated dance steps. Their task is to interpret music with feeling and softness, as reflected throughout their body and facial expressions.

**Character / Folk Dance:** This item is based strongly around a theme and the team's ability to portray the character through dance. Correct technique, uniformity, and interpretation are all important in this vibrant item. Mime, acting and creativity bring this item to life.

**Song with Movement:** Team members present a musical item comprising singing, acting and choreographed moves. Creativity and storytelling are essential elements of this item.

**Song & Dance:** A team presents a routine that combines singing with modern dance jazz steps. The quality of the singing, presentation, style, facial expression, and correctness of dance technique are all very important in this item.

**Calisthenic Revue:** Creativity and entertainment are the keys to this item, which can often represent a mini production. Teams are encouraged to combine aspects of Calisthenics with singing, dancing, acting, and clever costuming, all designed to entertain the audience.

**Dance Arrangement:** The chosen genre and theme of this item based purely on dance, must be maintained throughout while incorporating precise technique, interpretation, and uniformity.



## COLLEGE STRUCTURE

Our College is a not for profit, incorporated association, and is committee run. Apart from our coaches, it is run entirely by our valuable volunteers.

### Committee

Our Annual General Meeting is held in March each year. There are lots of opportunities to become involved and your input is welcomed and valued.

Our current committee is as follows;

- Acting President Kathryn Payne (Grievance Officer)
- Acting Vice-President Ina Catalano
- Secretary Emma Giosserano
- Treasurer Karen Sproat
- Principal Francine Alevizos (MPIO)
- Coach Coordinator Rebecca Douglas Denton
- Registrar Rowena Bicknell
- Competition Secretary Maria Tauro

### Class and Costume Representatives (reps)

Each age group requires class and costume reps who welcome new members and aid in effective communication with parents and performers, distributing newsletters, supplying merchandise, sending out messages, collecting payments and answering questions.

They also assist in the distribution, creation and checking of costumes.

These volunteers are required for each section, each year and their contributions are invaluable in ensuring the smooth running of our club. These roles can be combined and / or shared.

### Communication

You will regularly receive emailed newsletters with a lot of information about college events, important dates and everything that is required throughout the Calisthenics year. These emails, along with the use of the BAND App, are our primary sources of communication.

It is vital that you take the time to please read each piece of information carefully, and take note of dates, times etc., otherwise you may be unaware of important things happening at our club that involve you. These newsletters are also, sometimes distributed via our family pockets in the theatre foyer.

We have section Bands in our BAND App where we will post information and tutorial videos, and you may also receive occasional text message reminders from your Class rep.

This communication allows you to take responsibility for your awareness of what happens at



our club. If you lose any of the information, or have any questions, please don't hesitate to contact your Class representative.

## CLASSES

Class ages and times

|                      | Age at 31st Dec in current year | Class Times                    |
|----------------------|---------------------------------|--------------------------------|
| <b>Tinies</b>        | <i>7 years and under</i>        | <i>Thursday 4.00 - 5.15pm</i>  |
| <b>Sub-Juniors</b>   | <i>10 years and under</i>       | <i>Wednesday 4.15 – 6.15pm</i> |
| <b>Juniors</b>       | <i>13 years and under</i>       | <i>Thursday 5.30 - 7.30pm</i>  |
| <b>Intermediates</b> | <i>17 years and under</i>       | <i>Monday 5.30 – 8.00pm</i>    |
| <b>Seniors</b>       | <i>16 years and over</i>        | <i>Wednesday 6.30 – 9.30pm</i> |
| <b>Masters</b>       | <i>26 years and over</i>        | <i>Thursday 7.45 – 10.00pm</i> |

### Weekly Attire and Class Expectations

It is very important that participants can move freely during class, and that coaches are able to assess and correct posture and movement. All performers in all age groups are required to wear a leotard (preferably black) to class, with the option to wear tight fitting leggings if desired. During colder weather, a cross over or close-fitting black top is a good addition to stay warm. Loose clothing or socks are not permitted to be worn during class. All participants are required to work in bare feet unless practicing in costume footwear.

Hair must be off the face, preferably in a bun.

Participants should bring a named water bottle with them to class.

Parents are **not** expected to remain in the theatre during weekly training. We run closed classes, to provide the best possible learning environment for the children and for the team. However, parents may stay and watch their child during their first class or on occasion by prior arrangement. Parents will be invited to watch class from time to time to see the progress of their child and the team.

### Practice

The only way to improve skill and technique is through repetition. All members will be given the music for their routines and parents can support us by playing the music at home or in the car on the way to class and by encouraging regular practice. The work may also be recorded and posted in BAND App groups to assist performers to remember, improve and work towards perfecting their routines.



### Leaving at the end of class

Every team member from Tinies to Intermediates **MUST** be collected at the end of class from the theatre foyer by an allocated adult. Texting from the car is not tolerated. Seniors and Masters are encouraged not to leave the building alone for safety reasons.

### Attendance

Weekly attendance and punctuality are **ESSENTIAL** in any team sport and are expected at Warrandyte Calisthenics College for all age groups. Every class represents another important step towards being the best we can be for our performances. When a team member is missing this greatly affects the teams' progress. It is expected that participants attend every class, Compulsory Cali Workshops, and rehearsals, including school holiday practices. Please let your coach know if there is a reason why you/ your child is unable to be there.

### Equipment

Each performer requires various equipment. See table below.

| CLASS       | CLUBS | RODS | SKIRT         | LEGGINGS  | BODYSUIT | UNIFORM   |
|-------------|-------|------|---------------|-----------|----------|---|
| Tinies      | No    | Yes  | No (supplied) | Bare legs | Yes      | Fleecy green track pants. Club polo shirt or t-shirt. Jacket supplied |
| Sub-juniors | Yes   | Yes  | Yes           | Yes       | Yes      | Club Tracksuit and polo shirt or t-shirt                              |
| Juniors     | Yes   | Yes  | Yes           | Yes       | Yes      | Club Tracksuit and polo shirt or t-shirt                              |
| Inters      | Yes   | Yes  | Yes           | Yes       | Yes      | Club Tracksuit and t-shirt  |
| Seniors     | Yes   | Yes  | Yes           | Leg Tan   | Optional | Club Tracksuit and t-shirt  |
| Masters     | Yes   | Yes  | Yes           | Yes       | Optional | Club Tracksuit and t-shirt  |

Clubs and rods are supplied and are included in fees. Seniors and masters are encouraged to purchase their own through the club.

Practice skirts for aesthetics can be purchased through the club or a pattern can be provided for you to sew your own. Tinies will be supplied however team members are welcome and encouraged to purchase their own if they wish to.

Leg coverings are required for performances (Tinies excepted). Leg tan and leggings can be purchased through the club.

Club uniforms are required to be worn for all performances and may also be worn to class each week if desired. These are all available through the club except for bottle green, fleecy tracksuit pants for Tinies.





Every team member requires a white polo shirt or a club t-shirt to be worn underneath their uniform.

Additional, non-essential club merchandise, such as hair bows are also available to purchase.

### Registration

An annual registration fee is payable to CaliVic to enable each performer to participate in the sport of Calisthenics. This covers insurance and state administration costs.

CaliVic registration will take place together with our club's registration on Revolutionise Sport. [Click here for our registration page.](#)

### OUR COACHES & ASSISTANTS

All coaches at Warrandyte Calisthenics College are fully qualified and registered and insured with Calisthenics Victoria and hold current First Aid Certificates and Working with Children Checks. We are very fortunate to have an extremely high calibre of coaches who work cohesively in a team environment and are dedicated to providing a wonderful Calisthenics experience for all participants.

### COMPULSORY ATTENDANCE EVENTS AND PERFORMANCES

#### Competitions

Warrandyte Calisthenics College is a competitive club with each class performing at 2-4 competitions each year. Although we historically enjoy success when competing, our focus is on performing, self-improvement and reaching our potential, both as a team and as individuals. Every team member is required to commit to attending each competition.

Competitions are held between late July and mid-October. **As Calisthenics is a team sport, it is very important that all team members schedule competition dates as a matter of priority.**

PLEASE NOTE- IT IS HIGHLY LIKELY THAT COMPETITIONS WILL BE SCHEDULED IN THE SEPTEMBER SCHOOL HOLIDAYS. WE ASK THAT FAMILIES HOLD OFF ON BOOKING HOLIDAYS UNTIL COMPETITION DATES ARE CONFIRMED, USUALLY BY THE END OF MAY.

We encourage parents to help their children understand the importance of their role in the team and that the entire team is affected when a participant is unable to attend.

#### Other Performances

Our **dress rehearsal** is held for each class in a theatre, at the start of the mid-year school holidays. Our **annual concert** is one of our college's most important events. It is a celebration of the year's achievements and is held the Sunday after Cup Day. **Presentation night** is held the Thursday following the concert. All of these dates are advertised approximately 12 months in advance and all members are expected to attend.



## Compulsory Calisthenics Workshops

Each year we hold Compulsory Calisthenics Workshop in June, for every section except Tinies, (who will have an exciting holiday program at the usual practise venue). This is a fun club event that involves LOTS of Calisthenics and team. Dates and locations will be provided in due course.

## COSTUMES

Costumes are carefully chosen by the coaches to compliment the theme of each item and the age of the performers. A different costume is required for each item and in most cases, are provided and distributed towards the end of term one. They will remain the property of Warrandyte Calisthenics College and will be collected at the end of the year. We aim to keep sewing to a minimum however at times costumes will require simple repairs, alterations or additions such as sequins or trim. In this case you will be given a set of instructions explaining what needs to be done along with materials required.

If you have no sewing experience, please don't worry. We advise you to bring the costumes to class and have one of our experienced calisthenics helpers assist you, or we can arrange for someone to complete the costumes for you if required. A sewing fee will be charged for this service.

***Costumes must not be worn for any reason other than for calisthenics events.***

Please inspect costumes for repairs between competitions and check with your coach before laundering of costumes is attempted as they must be:

- Only washed in cold water
- Washed by hand only (Don't use gentle cycle on machine)
- Never be left to soak (The dye from sequins can run and permanently stain Lycra)
- Never be ironed (Lycra will burn)

In the event that a costume is lost or damaged a replacement fee will be charged.

## Fees

Class fees are reviewed annually. Details are on our separate fees document. As a not-for-profit organisation, we aim to keep our fees as affordable as possible. These fees cover weekly venue hire, coaches, club administration costs, competition entry fees, training equipment, workshops, rehearsal theatre hire, presentations, and awards, etc. Fees can be paid in 3 instalments or 1 annual fee (slight cost reduction).

## Costume Levy

Costume levies are individually calculated according to costumes used throughout the year. Levies are issued in August.



**CONTACT DETAILS FOR WARRANTYTE CALISTHENICS COLLEGE**

|                         |   |
|-------------------------|---|
| <b>Phone</b>            | Kathryn Payne 0408 123 756  |
| <b>Postal Address</b>   | 24 Orion Street, Vermont, 3133  |
| <b>Class Address</b>    | Anderson's Creek Primary School.<br>36-42 Drysdale Road Warrandyte Vic 3113                                     |
| <b>Email</b>            | warrandytecali@gmail.com  |
| <b>Website</b>          | <a href="https://www.warrandytecalisthenics.com/">https://www.warrandytecalisthenics.com/</a>                   |
| <b>Facebook</b>         | <a href="https://www.facebook.com/WarrandyteCalisthenicsCollege">Facebook.com/WarrandyteCalisthenicsCollege</a> |
| <b>Acting President</b> | Kathryn Payne: 0408 123 756   |
| <b>Treasurer</b>        | Karen Sproat: 0419 592 768  |
| <b>Principal Coach</b>  | Francine Alevizos: 0407 557 725   |

**CLUB POLICIES**

The Warrandyte Calisthenics College is a SILVER ACCREDITED LEADING CLUB and is governed by policies that have been put into place to protect the safety and privacy of our members. We take these issues very seriously and as such, require every member (or parent/guardian of members under 18) to read, understand and comply with each policy and to acknowledge this by returning a signed form at the commencement of each calisthenics year.

**PLEASE READ THE FOLLOWING ATTACHED POLICIES;**

- Child Safety and Wellbeing Policy
- Social Media Policy
- Fire Plan Policy

Complaints Handling, Grievance Policy and other club procedures, philosophies and protocols are all documented and available upon request.



## Child Safety and Wellbeing Policy

### **1. INTRODUCTION**

- 1.1. Warrandyte Calisthenics College is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. Warrandyte Calisthenics College supports and respects children, young people, staff, volunteers, and participants.
- 1.2. The aim of Warrandyte Calisthenics College' Child Safe Policy (the Policy) is to protect the safety of children in our care and prevent abuse from occurring, and in the event that allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion.
- 1.3. Should a person wish to make any enquiries in relation to this Policy, please contact the Principal Coach or Child Safety officer at [warrandytecali@gmail.com](mailto:warrandytecali@gmail.com).

### **2. POLICY STATEMENT**

- 2.1. Warrandyte Calisthenics College is committed to providing the highest level of safety for all involved with Calisthenics. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of members, particularly children and delivering the Warrandyte Calisthenics College' activities while acting in the best interests of children in the sport.
- 2.2. Specifically, Warrandyte Calisthenics College considers that the health, safety, and well-being of children take priority over all other competing considerations. Warrandyte Calisthenics College considers that this is necessary to ensure the health, safety and welfare of all members and protect the image and reputation of the sport, Warrandyte Calisthenics College, and its members.
- 2.3. Warrandyte Calisthenics College has a zero-tolerance approach to child abuse and is committed to promoting and protecting children from abuse and neglect to the greatest extent possible. All children have equal rights to protection from child abuse, regardless of their sex, religion, disability, or sexual orientation etc.
- 2.4. Child protection is a shared responsibility between Warrandyte Calisthenics College, its employees, workers, contractors, associates, parents/guardians, coaches, spectators, volunteers, and members of the Warrandyte Calisthenics College community. Everyone who participates in Warrandyte Calisthenics College' activities is responsible for the care and protection of children, and reporting information about child abuse.
- 2.5. Warrandyte Calisthenics College supports the active participation of all children. Warrandyte Calisthenics College listens to and respects their views, and involves them when making decisions, where appropriate, especially about matters that will directly affect them (including their safety).
- 2.6. Warrandyte Calisthenics College is also committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse



backgrounds, and to providing a safe environment for children living with a disability.

- 2.7. Warrandyte Calisthenics College promotes fairness and consideration for all staff, volunteers, and participants. For further details please refer to the Warrandyte Calisthenics College Code of Conduct.

### **3. SCOPE**

- 3.1. This Policy applies to everyone involved in or connected to Calisthenics, including (but not limited to) participants, parents, spectators, contractors, officials, coaches, judges and staff throughout all Warrandyte Calisthenics College events and activities.
- 3.2. This Policy will continue to apply retrospectively to a person or Member following the cessation of their association or employment with Warrandyte Calisthenics College.

### **4. RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS**

- 4.1. This Policy must be read in conjunction with:
  - 4.1.1. The laws of the Commonwealth and Victoria (as amended from time to time) including but not limited to:
  - 4.1.2. Children, Youth and Families Act 2005 (Vic)
  - 4.1.3. Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
  - 4.1.4. Crimes Act 1958 (Vic); and
  - 4.1.5. Working with Children Act 2005 (Vic)
- 4.2. Warrandyte Calisthenics College policies and procedures, including but not limited to:
  - 4.2.1. Privacy policy
  - 4.2.2. Warrandyte Calisthenics College Constitution
  - 4.2.3. Code of conduct
  - 4.2.4. Grievance and Discipline procedures
  - 4.2.5. Image use policy
  - 4.2.6. eSafety guide.
  - 4.2.7. Child safe guide for teens
  - 4.2.8. Child safe guide for parents
  - 4.2.9. Guide for physical contact when working with children.



4.2.10. Guide for communication when working with children, and;

4.2.11. Guide to responding to and reporting child safe concerns.

## 5. DEFINITIONS

- 5.1. **Child** means a person involved in activities at Warrandyte Calisthenics College and under the age of 18 years unless otherwise stated under the law applicable to the child (eg, for the purposes of child sexual offences in Victoria, a “child” refers to a person under the age of 16 years).
- 5.2. **Coach** is anyone who is responsible for a team / age group including Foundation coaches, Development coaches or Advances coaches, and class helpers.
- 5.3. **Volunteer** is anyone that holds a position within the Warrandyte Calisthenics' College
- 5.4. **Child Abuse** is the mistreatment of a Child or Young Person that has Harmed, is Harming or is likely to Harm or endanger that Child or Young Person's physical or emotional health, development or wellbeing and the Child has not, or is not likely to be protected by the parent(s) or guardian(s). For the avoidance of doubt, this includes but is not limited to emotional or psychological abuse, bullying, grooming, sexual exploitation, neglect, and harassment.
- 5.5. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from Harm.
- 5.6. **Grooming** is a term used to describe what happens when a perpetrator of Abuse builds a relationship with a Child with a view to abusing them at some stage. There is no set pattern in relation to the Grooming of Children. For some perpetrators, there will be a lengthy period of time before the Abuse begins. The Child may be given special attention and what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a Child in and abuse them relatively quickly. Some abusers do not groom Children but Abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports, and religious activities, or in internet chatrooms, in social media or by other technological channels.
- 5.7. **Harm** means harm to a person, or a child is any detrimental effect of a significant nature to the person or child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:
  - Physical, psychological, or emotional abuse or neglect.
  - Sexual abuse or exploitation.
  - a single act, omission, or circumstance; and
  - a series or combination of acts, omissions, or circumstances.



- 5.8. **Sexual offence** (in Victoria) means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child under the age of 16 years to or involves a child under the age of 16 years in, sexual activity or matters beyond his or her understanding or contrary to accepted community standards. Sexually offence behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger, or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes grooming, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child under the age of 16 years (or their carer, family, or supervisor) to lower their inhibitions and prepare them for engagement in a sexual offence.
- 5.9. **Mandatory reporter** means a person who is legally required to make a report to the Department of Health and Human Services or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes (but is not limited to) teachers, principals, registered psychologists, nurses, doctors, and midwives.

## 6. RECOGNISING AND REPORTING CHILD ABUSE

- 6.1. A person may, in the course of participating in the sport or other activities of Warrandyte Calisthenics College or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.
- 6.2. If a person is concerned about an immediate risk to a child's safety, the person must phone Victoria Police on "000" as soon as practicable.
- 6.3. Specific types of **Child abuse** include:
- 6.3.1. **Physical abuse**: occurs when a child has suffered, or is likely to suffer, significant harm as a result of a physical injury, such as a non-accidental physical injury.
- 6.3.2. **Sexual abuse**: occurs when a child has suffered, or is likely to suffer, significant Harm as a result of sexual abuse, such as when a child is exploited, or used by another for his or her sexual gratification or sexual arousal, or for that of others.
- 6.3.3. **Emotional and psychological abuse**: occurs when a child has suffered, or is likely to suffer, emotional or psychological Harm of such a kind that the child's emotional or intellectual development is or is likely to be significantly damaged; and
- 6.3.4. **Neglect**: occurs when a child's physical development or health has been or is likely to be significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.
- 6.4. **Mandatory Reporters**
- 6.4.1. Select classes of people in the community (including coaches, teachers,



nurses, and doctors – amongst others) are required by law to report to the Child Protection Unit of the Department of Family, Fairness and Housing (DFFH) where they have formed a belief, on reasonable grounds, that a child is in need of protection because they have suffered (or are likely to suffer) significant harm due to physical or sexual abuse.

6.4.2. This report must be made as soon as practicable, and after each occasion where he or she becomes aware of a further reasonable ground for the belief.

#### **6.5. Reasonable grounds for belief**

6.5.1. A reasonable belief is formed if a reasonable person believes that:

6.5.1.1. the child is in need of protection.

6.5.1.2. the child has suffered or is likely to suffer significant harm as a result of physical or sexual injury; and

6.5.2. You will have reasonable grounds to notify if:

6.5.2.1. a child states that they have been physically or sexually abused.

6.5.2.2. a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves).

6.5.2.3. someone who knows a child states that the child has been physically or sexually abused.

6.5.2.4. professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; or

6.5.2.5. signs of abuse lead to a belief that the child has been physically or sexually abused.

#### **6.6. Voluntary Reporters**

6.6.1. In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a child is in need of protection from any form of child abuse, may disclose that information to the Police, or Child Protection Unit of DFFH.

#### **6.7. Reporting Child Sexual Abuse**

6.7.1. If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (of or over the age of 18 years), the person has a legal obligation to disclose that information to the Police as soon as it is practicable. Individuals who fail to comply with





this obligation under the Crimes Act 1958 (Vic) may be subject to a penalty of imprisonment.

## **6.8. Warrandyte Calisthenic College Approach to Reports of Abuse**

- 6.8.1. Warrandyte Calisthenics College supports and encourages a person to make a report to the Police or DFFH if they form a belief on reasonable grounds that a child is in need of protection, or they are concerned about the safety, health or wellbeing of a child.
- 6.8.2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or voluntary) will be supported by Warrandyte Calisthenics College and will not be penalised by Warrandyte Calisthenics College for making the report.
- 6.8.3. If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child, they may speak to the Warrandyte Calisthenics College Principal/Child Safety Officer or Warrandyte Calisthenics College Grievance Officer for guidance and information. If in doubt, ask for assistance.
- 6.8.4. If an allegation is made against a member of staff or volunteer, Warrandyte Calisthenics College will follow the reporting procedure outlined in Warrandyte Calisthenics College' handbook and website and take all steps to ensure that the safety of the child and other children is paramount.
- 6.8.5. Warrandyte Calisthenics College will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential and sensitive manner to the greatest extent possible.
- 6.8.6. Warrandyte Calisthenics College will cooperate with the directions of the Police and/or DFFH in relation to any investigation conducted by these authorities.
- 6.8.7. Warrandyte Calisthenics College will keep a register of any allegations regarding inappropriate conduct.

## **7. ROLES AND RESPONSIBILITIES OF PERSONNEL PROTECTING CHILDREN**

- 7.1. Personnel involved in protecting children include the management, coaches, and volunteers within the organisation. Those people have responsibilities in relation to protection of children and are expected to:
  - 7.1.1. understand the rights of children, as appropriate to their role.
  - 7.1.2. respect the cultural and religious practices of families who access Warrandyte Calisthenics College' services, programs, or events.



- 7.1.3. understand and appropriately respond to the needs of children with developmental delays or disabilities.
  - 7.1.4. appropriately act on any concerns raised by children.
  - 7.1.5. understand the definitions, indicators, and impact of child abuse.
  - 7.1.6. at all times, know and follow regulations in relation to the care of children and follow the Child Safety - Code of Conduct for dealing with Children.
  - 7.1.7. co-operate with police and/or other formal investigations to the best of their ability; and
  - 7.1.8. not harm or exploit children who access Warrandyte Calisthenics College' services.
- 7.2. Warrandyte Calisthenics College has appointed a Child Safety Officer that will be the primary point of contact for all concerns related to child safety.

## **8. RECRUITMENT AND SCREENING**

- 8.1. The minimum standard for background checks of employees, contractors and volunteers of Warrandyte Calisthenics College and its members is the law as it applies in Victoria.
- 8.2. Warrandyte Calisthenics College undertakes a comprehensive recruitment and screening process for all staff, contractors and volunteers which aims to:
  - 8.2.1. promote and protect the safety of all children who participate in the activities of Warrandyte Calisthenics College.
  - 8.2.2. identify and recruit the safest and most suitable candidates who share Warrandyte Calisthenics College' values and commitment to protect children; and
  - 8.2.3. prevent a person from working at Warrandyte Calisthenics College if they pose an unacceptable risk to children.
- 8.3. Warrandyte Calisthenics College requires coaches, contractors, and volunteers to pass the recruitment and screening process prior to commencing their engagement every year with Warrandyte Calisthenics College.
- 8.4. As part of the screening and recruitment process, an applicant must provide appropriate evidence (e.g. WWCC or other state equivalent and/or Police check) to show that they are suitable to work with children and young people in a recreational setting. Warrandyte Calisthenics College requires that:
  - 8.4.1. all Warrandyte Calisthenics College coaches require a WWCC; and
  - 8.4.2. the following key event personnel must have a valid WWCC:
    - 8.4.2.1. those paid by Warrandyte Calisthenics College for their services (excluding bump in and bump out).



- 8.4.2.2. volunteers with regular roles in Warrandyte Calisthenics College.
  - 8.4.2.3. relevant contractors who may have unsupervised access to children; and
  - 8.4.2.4. anyone else who Warrandyte Calisthenics College staff feel requires a WWCC due to the nature of the work that they are undertaking for Warrandyte Calisthenics College.
- 8.5. The type of evidence that an applicant is required to provide to Warrandyte Calisthenics College will vary depending on the type of position that they are applying for. However, an applicant will not be offered a position until they provide the required evidence to Warrandyte Calisthenics College.
- 8.6. Warrandyte Calisthenics College will exercise discretion and may require applicants to provide a Police check in accordance with the law and as appropriate before they commence their engagement and during their time with Warrandyte Calisthenics College in regular intervals.
- 8.7. Warrandyte Calisthenics College will undertake at least two thorough reference checks prior to engaging any personnel.
- 8.8. Once engaged, Warrandyte Calisthenics College will provide staff and volunteers with access to this policy and staff and volunteers must review and acknowledge their understanding of this policy.
- 8.9. Warrandyte Calisthenics College requires all staff and volunteers (including coaches and any officials) likely to have contact with participants (and other children) have a current WWCC, which needs to be signed off annually as part of the affiliation process. Those who do not comply with their legal obligations will be found to have not complied with the Warrandyte Calisthenics College affiliation requirements and will be disaffiliated.
- 8.10. Warrandyte Calisthenics College requires all affiliated club personnel including owners, Volunteers, Coaches, and anyone else who has contact with children to possess a valid working with children check. Any costs associated with gaining a valid WWCC will be dealt with in a manner determined by that club.

## **9. SUPPORTING PERSONNEL**

- 9.1. Warrandyte Calisthenics College is committed to ensuring that all Coaches, volunteers, and contractors receive training to ensure that they understand their responsibilities in relation to child safety. Mandatory training at Warrandyte Calisthenics College includes:
- 9.1.1. Induction Play by the Rules Training – Child Protection and Safeguarding,
  - 9.1.2. Child Safeguarding in sport induction, risk management training, cultural awareness training.
- 9.2. Warrandyte Calisthenics College assists its coaches, contractors, and volunteers to incorporate child safety considerations into decision-making and to promote a



culturally safe environment where children are empowered to speak up about issues that affect them.

## **10. RISK MANAGEMENT APPROACH**

10.1. Child safety is a part of Warrandyte Calisthenics College' overall risk management approach.

10.2. See CCYP Guide for Creating a Child Safe Organisation.

## **11. POLICY BREACHES**

11.1. It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have done anything contrary to this policy. Any person who may breach this policy is subject to expulsion or suspension from the Club.

## **12. POLICY PROMOTION**

12.1. This policy will be made available to all members via the handbook and is located on the website.

12.2. This policy will be communicated to all Coaches, Volunteers, & Parents via the Club newsletter and the handbook.

12.3. References to this policy will be included in documentation provided to all team officials that represent Warrandyte Calisthenics College.

## **13. RECORD KEEPING**

13.1. Warrandyte Calisthenics College will retain records of reports of child abuse and complaints about child safety.

13.2. In maintaining records of reports about child safety, Warrandyte Calisthenics College will maintain confidentiality and privacy for children and families in accordance with legislation.

13.3. Warrandyte Calisthenics College will appropriately note identified risks to child safety through the record keeping process and will incorporate those into its risk management plan.

## **14. REVIEW PROCESS**

14.1. This policy will be reviewed by the Warrandyte Calisthenics College Principal and Grievance Officer on an annual basis or earlier if required.

14.2. If you would like to provide Warrandyte Calisthenics College with any feedback or suggestions to improve this policy, please contact Warrandyte Calisthenics College at [warrandytecc@gamil.com](mailto:warrandytecc@gamil.com)

In addition to the regular review of the College Principal Coach for consideration at any time. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, bulletin and other appropriate communication channels.



## Fire Plan Policy

**PURPOSE** - To ensure a safe environment for all pupils, parents and coaches attending calisthenics classes at Anderson Creek Primary School during the high fire risk period of the summer months.

### **PROCEDURE:**

- 1.1 In the case of Extreme rating or higher all classes will be cancelled. Twenty-four hours' notice will be given and once the decision to cancel has been made it will not be overturned.
- 1.2 In the case of total fire ban, classes will continue to run.
- 1.3 In the case of total fire ban where there is an uncontained fire in the area, classes will be cancelled.
- 1.4 In the case of total fire ban and there is a high concern, as always it is at the discretion of the parents as to whether their child attends class.
- 1.5 If fire breaks out during class, then pupils will be kept at the venue until such time that danger has completely past and it is safe to leave. Please note that the Anderson Creek Primary School fire plan will be followed. The CFA are aware that there are after school classes being held in the Performing Arts Theatre.

**REFERENCE:** Anderson Creek Primary School Fire Plan. (DEECD Emergency Management Plan 2019)

*Reviewed January 2024  
Review Date January 2025*



## Social Media Policy

### **CONTEXT**

This social media policy exists to cover any statements, photographs or videos made in relation to Warrandyte Calisthenics College, its' members, and all associated activities. It includes the appropriate use of such imagery for promotional purposes by the club, as well as acceptable use by our members and their families.

Reference to social media includes, but is not limited to Facebook, Twitter, Instagram, and BAND App.

To be read in conjunction with the eSafety Guide which can be found on our Website.

### **PROMOTIONAL USE & CONDITIONS**

Club – Photographs and video footage of teams and/or individuals may be added to our website or Facebook/Instagram page from time to time for promotional use. Written consent must be obtained prior to use of any photographic material and/or members names. (See Image Consent form)

### **PERSONAL USE & CONDITIONS**

Photographs or video footage that have been taken during any Warrandyte Calisthenics College class, rehearsal, performance, or concert, must not, under any circumstances, be posted on public social media by any club members, friends or family.

Posting in private Warrandyte Calisthenics College BAND App for communication and on-line learning purposes, is however, permissible.

Any personal photographs or video footage taken outside these confines, including but not limited to photographs taken in full make-up, club tracksuit or club costumes, must be carefully considered, before posting on social media and should not include any other member without personal or parental approval.

No photos are to be taken of yourself or others in or around the dressing room.

At no time shall any member post comments about adjudicators or our competitors, or “tag” anyone.

### **BREACH OF POLICY**

Where a breach has occurred by a member or their family, the club shall in the:

1. First instance, notify the member, parent or guardian of the breach and advise what needs to be done to meet the agreed conditions.
2. Second instance, notify the member, parent or guardian of the breach and advise what needs to be done to meet the agreed conditions PLUS advise that any further breach could have club-wide consequences.



3. Third instance, notify the member, parent or guardian of the breach, advise what needs to be done to meet the agreed conditions AND take the matter to a committee meeting for action, which can include an immediate and permanent blanket removal of all social media privileges for all club members.

*Reviewed January 2024  
Review Date December 2025*