



# Aikido Victoria (Aiki-Kai) Inc.

Official Representative Organisation of the Aiki-Kai Foundation  
and Aikido World Headquarters, Tokyo, Japan  
Established 1968

## **Child Safety – Code of Conduct**

**December 2017**

Aikido Victoria is committed to the safety and wellbeing of children and young people. Our organisation recognises the importance of, and responsibility for, ensuring our organisation is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also provides Aikido Victoria members with guidance on how to best support children, and how to avoid or better manage difficult situations. This Code applies to all people involved in Aikido Victoria's activities, including instructors, officials, volunteers, children's class assistants and parents.

The Code of Conduct applies to all students under the age of 18. It covers all Aikido Victoria events, including regular classes, special days of training, other special events and in the use of digital technology and social media.

### **Acceptable behaviours**

Aikido Victoria members must promote the safety and wellbeing of children by:

- Upholding the Aikido Victoria of commitment to child safety at all times.
- Taking all reasonable steps to protect children from abuse.
- Treating everyone with respect, including listening to and valuing their ideas and opinions.
- Welcoming all children and their families and carers and being inclusive.
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children with a disability, who are Aboriginal or otherwise culturally or linguistically diverse.
- Modelling appropriate adult behaviour.
- Listening to children and responding to them appropriately.
- Reporting and acting on any breaches of this Code of Conduct, responding to complaints or concerns appropriately and treating individuals seriously and with respect.
- Working with children in an open and transparent way.
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.
- Promoting the safety, participation and empowerment of students with a disability.
- Reporting any allegations of child abuse or other child safety concerns to the Area Representative team appointed by Aikido Victoria.
- Understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- If child abuse is suspected, ensuring that the student(s) are safe and protected from harm as quickly as possible.

### **Unacceptable behaviours**

Aikido Victoria members involved in classes where children participate must not:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse.
- Develop a relationship with any student that could be perceived as favouritism or amount to 'grooming' behaviour (for example, offering gifts).
- Exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified.
- Ignore behaviours by other adults towards students if they appear to be overly familiar or inappropriate.
- Discuss content of an intimate nature or use sexual innuendo with students.
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.

- Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting, etc.) except where that communication is reasonable in all the circumstances and related to authorised Aikido Victoria activities.
- Photograph or video a child unless authorisation has been given by their parents or carers, by signing the relevant parent permission form.
- Use prejudiced, oppressive behaviour or language with children.

### **Reporting of Issues and/or Incidents**

Suspected breaches of this Code of Conduct should be reported immediately to the Victoria Area Representative, or in their absence, the Assistant Area Representative. These incidents will be reported to the police. Aikido Victoria member(s) involved in such incidents or alleged breaches will be immediately stood aside pending investigation by authorities.

This Code of Conduct was endorsed/approved by Aikido Victoria on **16<sup>th</sup> December 2017** for review if legislative or other changes require in the interim or no later than December 2018.

It is based upon Codes of Conduct used by [Athletics Victoria](#) and provided by the Victorian State [Department of Education and Training \(DET\)](#).