



Gymnastics
Australia

GYMNASTICS AUSTRALIA

Online Safety Self-Assessment Tool

eSafety Toolkit for Clubs Creating safer online environments

This self-assessment tool is designed for clubs to assess their online safety environment. It provides tailored suggestions to help clubs improve their practices and has been developed by the Australian Government eSafety Commissioner.

Some assessment questions refer to club policies, but these may be Gymnastics Australia or State/Territory Policies. It should therefore be read in conjunction with applicable National, State/Territory laws, policies and procedures and Australian government National Child Safe Standards.

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Question	Room to improve	Yes	Suggestions to improve practice	Review date
<p>Is club management committed to creating and maintaining a safe online environment?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Encourage a positive club climate and a culture of help-seeking that supports child/young people to feel safe and comfortable to report online incidents. • Have a strong ‘no bullying’ attitude and role modelling respectful behaviours. • Include safety in the mission and values of the club. • Promote online safety at staff meetings and in newsletters — informing the whole club community about where to find support and advice. 	<input type="text"/>
<p>Is the club actively implementing the National Principles for Child Safe Organisations?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Read and adopt relevant standards from the National Principles for Child Safe Organisations. While the standards may not be mandatory in all jurisdictions, they have been endorsed by members of the Council of Australian Governments (COAG) and reflect leadership and commitment to child safety and wellbeing. • Use the Australian Government’s practical tools and resources to help implement the principles in your club. • Implement local or state-based child safe requirements. 	<input type="text"/>
<p>Does the club have staff members with responsibility for online safety?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • While all members of a club community should promote online safety, clubs are encouraged to have specific roles with this responsibility. • Establish an online safety representative that has responsibility for, and champions, online safety. This might include Child Safe Representative, Club Manager, 	<input type="text"/>
<p>Does the club have policies and procedures in place to safeguard against, and respond to, online safety incidents?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Create policies and procedures to safeguard against, and respond to, online safety incidents. All clubs should have these. • Gymnastics Australia has related policies that should be referred to including, Child safe policy, member Protection Policy, 	<input type="text"/>

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<p>Do policies and procedures outline expected behaviours and roles of club members when engaging online or using digital technologies?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Set out the club’s expectations and make clear what behaviour is/is not acceptable for students, staff and families when engaging with the club community online or using digital technologies. • GA, GNSW & GV Child Safe Managers can help clubs prepare policies and procedures and support good practice. 	<input type="text"/>
<p>Does the club effectively plan and assess the risks and benefits before introducing new online platforms or technologies?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Endeavour to use software, online products and collaboration tools with the highest safety, privacy and security standards possible. • Conduct risk assessments to promote safety, privacy, security and age-appropriateness prior to using any platform or technology within the club, for club purposes or in a way that impacts the club community. • State Marketing and Communication Managers can help to assess risks and benefits before introducing new digital technologies or social media platforms. 	<input type="text"/>
<p>Does the club minimise the risks of exposure to sensitive/harmful information through actively monitoring and filtering harmful content?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Use appropriate technologies to monitor and filter harmful content. Often this filtering technology and infrastructure is provided by the education department or sector. • It’s important to have a thorough understanding of how the filtering technology and infrastructure works. The infrastructure should allow access to age-appropriate content for educational purposes only. • Filtering can help monitor and limit what students access online, however no filter is 100 per cent effective. Filters or other controls should not be solely relied on or used to replace online safety education. • A good practice is for the Club Manager to provide a regular report with usage trends to the club leadership team. • Establish response processes that focus on safety and wellbeing when responding to instances where student/s repeatedly try to access harmful content. 	<input type="text"/>

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<p>Has the club considered how to minimise the risk of children/ young people being inappropriately contacted by via email/ online platforms?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Be aware of the safety and security risks posed by using simple email naming conventions (e.g. students' real names), which can make it easier for strangers to identify and contact students. It's also important to have appropriate technologies in place to monitor and filter email activities on club systems. • Communicate to staff, parents/guardian and students the risk of inappropriate contact using • Educating children/ young people and families strategies to report unauthorised communication and block unknown contact will also help to minimise risk. 	<input type="text"/>
<p>Do policies or procedures set out who will moderate the club's social media and websites, and when they will be moderated?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • At least two members of staff should have access to club social media and websites, including a member of the club leadership team. These accounts should be monitored regularly. 	<input type="text"/>
<p>Are there clear guidelines about the acceptable use of the club's name, logo and brand?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Communicate to all members of the club community the acceptable use of the club's name, logo and brand. 	<input type="text"/>

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<p>Does the club provide information to students and their parents/guardian about how their personal information (such as names, photos, work samples or other identifying information) will be used online?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Always seek consent from students and their parent/guardian, and staff consent, prior to publishing their information online. This could be through an annual blanket consent form for regular communications such as newsletters, with additional consent sought for one-off events or additional communications. • Provide information on the possible use of the image/s to enable students and parents/guardian to have a clear understanding of what they are consenting to, and who has access to the images or information. • Communicate with parents/guardian when online accounts are created for students (e.g. for resource subscriptions and apps) and to share the strategies being used to keep students' identities safe. • Where possible, use only first names when publishing student information online. • Consider circumstances that could place a student at risk of harm if their image or information is shared. For example, where there are legal proceedings or a court order relating to child protection, custody, domestic violence or family separation. 	<input type="text"/>
<p>Does the club have clear policies and procedures about how photos and videos of will be managed, stored and shared?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Store photos and videos of students securely with limited or password protected access. • Make sure procedures are clear, easy to follow and that all staff, students and parents/guardian are aware of where to find them and how to use them. 	<input type="text"/>

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Does the club have procedures in place for responding to online safety incidents, for example serious cyberbullying or explicit image sharing?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Have clear procedures in place so that if an online safety incident is reported, students and staff know what to do and where to access help. • Use Child Safe Responding to Disclosures and Complaint Handling Procedures and resources to support good practice. 	<input type="text"/>
Does the club engage the whole club community to create and maintain a safe online environment?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • It is good practice to involve the whole club community in online safety including opportunities for meaningful student participation and parent/guardian engagement. • Provide advice on involving the whole club community in online safety. 	<input type="text"/>
Does the club take a comprehensive approach to online safety education	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Supporting staff, coaches and educating families to have positive and safe online experiences is an important part of a comprehensive approach to online safety. 	<input type="text"/>
Does the club use preventative, harm minimisation and incident management strategies to support everyone involved in online incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Clubs can better respond to incidents by focusing on wellbeing, restoring relationships and having partnerships with external support services, including local police. • Provide advice on supporting the club community after an online safety incident, including how to undertake a post-incident review. GA/GNSW/GV Child Safe Managers can support your club in this process 	<input type="text"/>