



# GOOD GOVERNANCE CHECKLIST FOR SAFE SWIMMING CLUBS

When you induct new members are you providing them information in the National Integrity Framework (NIF)? This includes fact sheets for parents to discuss with their children.

[sportintegrity.gov.au/resources](https://sportintegrity.gov.au/resources)

Is Integrity a standing agenda item at every committee meeting (incidents, complaints, proactive initiatives etc)?

Have all committee members and key personnel completed the Sport Integrity Australia Children Safeguarding Induction. Do you have a record of this?

[elearning.sportintegrity.gov.au](https://elearning.sportintegrity.gov.au)

Are the NIF policies easily located via online platforms e.g. club website?

Do you have a process for documenting when the Working With Children Checks of key personnel, including coaches has expired. Do you know your legal obligations? Refer to your State/Territory Working With Children regulator.

Have you checked on Swim Central or via your State body if your coach is accredited (insured) and what type of accreditation to ensure their duties are consistent with their qualifications (there is a difference between a teacher and a coach)?

Do you have a secure system for recording and storing complaints?

Are the contact details of Sport Integrity Australia and Swimming Australia Integrity Department visible at the club and via other online platforms?

Have key personnel at your club been distributed a copy of the Responding and Reporting a Breach of the Child Safeguarding Policy workflow.

Has your committee subscribed to the Play by the Rules website?

[playbytherules.net.au](https://playbytherules.net.au)



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2. Is Integrity a standing agenda item at every committee meeting (incidents, complaints, proactive initiatives etc)?
3. Have all committee members and key personnel completed the Sport Integrity Australia Children Safeguarding Induction? Do you have a record of this?  
[elearning.sportintegrity.gov.au](https://elearning.sportintegrity.gov.au)
4. Are the NIF policies easily located via online platforms e.g. club website?
5. Do you have a process for Working With Children Check compliance of key personnel, volunteers and coaches? Do you know your legal obligations? Refer to your State/Territory Working With Children regulator.
6. Have you checked on Swim Central or via your State body if your coach is accredited (insured) and what type of accreditation to ensure their duties are consistent with their qualifications? (there is a difference between a teacher and a coach)
7. Do you have a secure system for recording and storing complaints?
8. Are the contact details of Sport Integrity Australia and Swimming Australia Integrity Department visible at the club and via other online platforms?
9. Have key personnel at your club been distributed a copy of the Responding and Reporting a Breach of the Child Safeguarding Policy workflow?
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