

Sports Handbook for Coaches and Managers 2020



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College Background and Vision

Coaches and Managers must adhere to and model the Canterbury College Values and Code of Conduct.

MISSION STATEMENT

The mission of Canterbury College is to serve God by preparing people in an inclusive learning community to deal effectively and responsibly with the joys and challenges of their individual lives.

SCOPE

Canterbury College is an independent Christian school affiliated with the Anglican Church with an organisational structure which enables an education to be provided for all children in a family. It also offers a wide range of extra-curricular and co-curricular activities. In keeping with our focus on providing for the needs of all children, future curriculum policy will take into account the necessity for a wide range of curricular offerings which serve individual needs, interests and talents.

SCHOOL MOTTO

FORTIOR QUO PARATIOR

This translates from the Latin as *"The better prepared, the stronger"*. This commitment is appropriate to all that we do as a College community.

CORE VALUES AND BELIEFS

At Canterbury College our common values and beliefs stem from our expectation that we are and shall continue to be a caring community. It is, therefore, essential that we value effective learning which demands high quality teaching, commitment to the work ethic and high expectations for all.

In a caring community, loyalty to one another among parents, staff and students will be fostered, as will the acceptance of community membership and participation in decision making. In a Christian-based caring community, servant leadership, social responsibility and commitment to social justice for all must be central values.

CHURCH AFFILIATION

Canterbury College is an Anglican College. Our name connects us to Canterbury Cathedral, the mother church of Anglican churches throughout the world. The College House names are those of significant former Archbishops of Canterbury. Whilst Canterbury College is an Anglican College through its affiliation with the Anglican Church it is not owned by the Diocese of Brisbane. Canterbury College is a separately incorporated legal entity governed by its own Board of Directors.

In 1995, Canterbury College became a member school of the Queensland Anglican Schools System. We are also a full member of the Anglican Schools Commission and the Principal meets regularly with the Archbishop and the Principals of other Anglican Schools. Our form of worship is based on the Anglican tradition. Although staff are not required to be Anglicans, they are all expected to support the Christian Ethos of the College, attend Chapel services and participate in the Spiritual life of the College. Canterbury College is committed to the Ethos Statement for Anglican Schools produced by the Anglican Schools Commission in November 1996.



ANGLICAN ETHOS STATEMENT

An Ethos Statement for Anglican Schools in the Province of Queensland

Published by the Anglican Schools Commission, Diocese of Brisbane: October 1996.

In the Province of Queensland

What should characterise an ideal Anglican school? Many of its qualities will be shared with good schools everywhere. An ideal school would evidence a commitment to learning, justice, individual achievement and wholeness. Anglican schools will naturally value these qualities. This document seeks to define the normative features of an ideal Anglican school. In defining this distinctive ethos, the starting point has been the nature of the mother church itself on the simple assumption that Anglican schools will be like the Anglican Church.

Anglican Schools are Firstly Christian Schools.

In their day to day life Anglican schools should live out their faith in a creating and redeeming God. They should vivify the Gospel message of forgiveness, reconciliation, mission and loving service to God and our neighbour. The experience of sharing in the life of this community is itself an important part of Christian education quite apart from the formal content learned in the classroom.

Anglican Schools should be characterised by tolerance and a respect for difference.

The Anglican Church in its long history has come to value tolerance as a positive good and a distinguishing feature of a civilised community. Anglican schools should vivify such tolerance and acceptance and the care ethic implicit in this respect for others.

Anglican Schools should be characterised by a high respect for Intellectual Endeavour.

The teaching/learning ethic will show itself in hard work, intellectual rigour and an openness to ideas and debate.

Anglican Schools celebrate the contribution of the Mother Church to the wider Political, Social, Economic and Artistic life of our Culture.

The Anglican Church of Australia has grown out of the Church of England. As such, it has a long tradition of working within the heart of western culture in the broadest and most comprehensive sense. Our schools will be at the centre and not at the fringe of our culture.

Anglican Schools should be characterised by a commitment to Tradition and Dignity within School Worship.

The Anglican tradition of renewing ancient forms and Sacraments to meet modern needs will be evident in the way the school community worships.

Anglican Schools should be characterised by a commitment to Tradition and Dignity within School Life.

Anglican schools will use the richness of symbol, story and ceremony to promote their values and order their lives.

Anglican Schools should be characterised by a sense of Social Responsibility.

The service ethic and a commitment to social justice will be seen in the willingness of Anglican school communities to offer themselves to serve God and His people in the wider community as critical participants.



A VISION FOR CANTERBURY COLLEGE

Our vision is to inspire people to achieve their personal, social and educational goals by providing the best affordable education in an environment that nurtures and promotes self-awareness and growth based on strong Christian values.

Our vision is built on our values of:

- High professional standards
- Individual student care
- A disciplined environment
- Accessibility
- Striving for excellence

These values are founded on our Christian faith as an Anglican School which calls us to:

- A commitment to faith
- A commitment to the world of ideas
- A commitment to social justice
- A commitment to individual dignity and integrity
- A commitment to the world God made
- Courage in our witness to the world

CANTERBURY COLLEGE CHARTER OF VALUES

This Charter is the basis for exercising our accountabilities, rights and responsibilities toward one another in the Canterbury College community. As a place of learning for life the College is a context in which we model the values and practices which will help build a better future for society. The Charter is premised on respect for all the stakeholders and differing cultures represented in the College community, acknowledging the importance of relationships between school, home and the wider community.

Because of our commitment to being an **inclusive community** this Charter of Values is expressed in terms which have universal recognition.

In applying these aspirational values we will practise them in a spirit of *grace* and *forgiveness* ready to acknowledge our mistakes, learn from them and give others the opportunity to do the same. Our determination to be true to these ideals will require *self-discipline* and *moral courage*.



Canterbury Values

Our Canterbury Values

Respect

Treat everyone with decency and kindness, regardless of their ethnicity, gender, culture or religion.

Scholarship

Commit to mastering the unfamiliar and the challenging. Seek to improve every day.

Integrity

Be accountable for your decisions and earn trust by matching words with actions, even when nobody is watching.

Compassion

Choose forgiveness, demonstrate generosity and 'take a walk in other people's shoes.'

Community

Take pride in being part of something bigger than yourself. With parents, teachers, students and alumni joining together, we can achieve so much more.

Social Responsibility

Promote equality, justice, the voice of the marginalised and care for the environment.

Canterbury





Duties of the Coach

The Duties of the coach, as listed below, are done in collaboration with the Coordinator of each sport and the Director of Sport (DoS).

Pre – Season

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| Trials: | Advertise and conduct selection trials. |
| Training: | Establish training days - twice per week, ideally Tuesday and Thursday afternoons. |
| Equipment: | Collect the required sporting equipment. |

Start of the Season

| | |
|-------------------|--|
| Uniforms: | Distribute uniforms (if applicable), generate a list of uniform allocation, and monitor student use of uniforms. |
| Team List: | Email Coordinator an accurate team list. |

Game Day

| | |
|------------------|--|
| Arrival: | Arrive at least 45 minutes before the scheduled start time. |
| Uniform: | Wear appropriate uniform (CC Shirt). |
| Warm Up: | Ensure an adequate warm up is performed prior to the students taking to the field / court. |
| Results: | Text the Coordinator after your game is complete with complete scores (home and away). |
| Problems: | On game day, inform the Coordinator, if any problems arise (behaviour, other teams etc.). |

During the Season

| | |
|---------------------|--|
| Rolls: | Maintain accurate rolls. |
| Absenteeism: | Monitor, follow up and scrutinise student absenteeism from training and games. |
| Newsletter: | Produce a brief weekly newsletter report (paragraph) and email it to the DoS and/or Sport Assistant by 3.30pm on Monday. |
| Teams: | Ensure full teams are played each week. |

Post Season

| | |
|----------------------------|---|
| Equipment/Uniforms: | Return all equipment and uniforms. |
| Sports Evening: | Attend Canterbury Sport Awards Night in October. |
| Awards: | Forward attendance and awards to Coordinator at completion of season. |
| Year Book: | Produce a one paragraph year book report. |



Sport Code of Conduct

Coaches and Managers must adhere to the Canterbury College Sport Code of Conduct.

As a Coach and/or Manager you must:

- Adhere to the Canterbury College Charter of Values:
 - Integrity,
 - Respect,
 - Compassion,
 - Community,
 - Scholarship, and
 - Social Responsibility.
- Lead by example by: arriving at training and games on time, respecting the official's decision, manner in which communication is undertaken with all relevant persons (players, parents, other coaches, officials etc.).
- Display appropriate and measured sideline behaviour.
- Support and encourage all members of the team/squad.
- Play by and adhere to the rules and expectations of the competition (i.e. TAS, District etc.).
- Provide relevant and planned training sessions that aim to develop all members of the team/squad.
- Use technology appropriate to the school's values:
 - Communicating in a manner which includes images or content which the College deems offensive could lead to prosecution and/or other school level consequences, including suspension and termination. These include but are not limited to racist, vulgar, derogatory, obscene or harassing communications. Communication pathways include but are not limited to inappropriate or illegal websites, social networking sites, email and SMS messaging.
 - The use of College or personal devices and/or resources in communications, "posting" or "uploading" involving linkage to Canterbury College, by way of naming or images, requires College approval. Images or content which is deemed offensive/inappropriate by the College, could lead to prosecution and/or other school level consequences, including suspension and termination.
 - Coaches are not to communicate with students via social networking in any way which could be interpreted as unprofessional conduct.
- Wear the Canterbury Sports Coach/Manager shirt appropriately and ensure they conduct themselves in accordance with the College's values and expectations whilst wearing the shirt. This pertains to all times when the shirt is being worn at competition, training and in transit to coaching or manager duties.



Student Protection

Coaches and Managers must ensure they have read and understood the Anglican Schools Student Protection Policies and Procedure guidelines as found on the following pages.

At Canterbury College, protection of our students is of paramount importance.

The College has adopted the Student Protection in Anglican Schools Policy and Procedures 2019, Anglican Church Southern Queensland. This policy and procedures manual is attached below, and defines clearly all actions to be taken if a member of staff or a parent of the College becomes aware, or reasonably suspects, that a student under the age of 18 has been harmed or is at risk of harm, by people outside the College, a staff member, or other students.

Coaches and Managers must immediately report any concerns relating to student protection. This report is to be made to a Student Protection Officer. The Director of Sport can assist in making this contact.

Student Protection Officers at Canterbury College include:

- Mr Jason Baber (Asst Head of House - Ramsay House)
- Ms Lindy Brand (Teacher - Junior School)
- Ms Fiona Dixon (Asst Director of Students)
- Mr Arnie Marraiya (Director of Sports & Activities Kindy -Year 6)
- Ms Brittany Sinclair (Teacher - Junior School)
- Mr Fergus Trevethan (Psychologist)
- Mr Luke Van Leuven (Deputy Head of Junior School)
- Ms Sarah Wishart (Asst Head of House - Goldsworthy House)

Further information can be found on the Canterbury College website.



Student Protection in Anglican Schools

For most children, childhood is a positive time in their lives. They grow up in loving families that care for and nurture them and help them develop into healthy young adults. However, for a small proportion of children, this is not their lived experience. These children grow up in families that face one or more significant social, emotional or financial issues that impact negatively on their ability to care for and protect their children.

Because of their regular contact with students and families, staff in schools and other educational facilities play a vital role in:

- identifying and responding to suspected child abuse and neglect and
- helping families to access support services that may build on their strengths and address issues impacting on their parenting.

Statement of Commitment

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

Student Protection in Anglican Schools Policy and Procedures

The Anglican Church Southern Queensland has developed policy and procedures to guide staff, volunteers and visitors to an Anglican school in their responsibilities both by virtue of legislation and policy to recognise and report all matters of abuse and harm, likely abuse or suspected harm of any student.

How can schools help to protect children and young people?

Our staff can help to protect children and young people by:

- working to make Anglican schools safe and supportive learning environments for all students;
- taking action to prevent students being harmed at an Anglican school; and
- reporting any suspicion that a student or unborn child has been harmed or is likely to be harmed.

Which principles guide our actions and decisions?

Our actions and decisions in relation to student protection will be guided by the following principles:

- All children have a right to be protected from harm.
- Employees will act in the best interests of the student or unborn child.

Student Protection Officers

All Anglican schools have a number of staff identified as Student Protection Officers (SPO's), designated as a contact person to whom students may seek advice from or report concerns for their or another student's safety, or to make a complaint of sexual



abuse, likely sexual abuse, harm or risk of harm or inappropriate behaviour of a staff member or volunteer towards a student.

What is harm?

Harm is any detrimental effect of a significant nature on a child's physical, psychological or emotional wellbeing. This could also include harm to an unborn child. Harm can be caused by physical abuse, psychological or emotional abuse, neglect or sexual abuse or exploitation. It is immaterial how the harm is caused.

Any behaviour that harms a student or places a student or unborn child at significant risk of harm is not acceptable. Anglican schools will not condone behaviours (e.g. a student witnessing domestic or family violence) or cultural customs (e.g. unlawful domestic discipline of children or female genital mutilation) that fall into the definition of harm.

What is inappropriate behaviour?

Any behaviour of an employee or a volunteer of the school including words, towards a student, regardless of age, which is inconsistent with the relevant professional standards, Code of conduct and policies of the school and is considered to be 'inappropriate behaviour' by the person making the complaint.

Behaviour of a sexual, physical or psychological nature which exploits the special position of trust and authority between an employee or volunteer and a student, regardless of age, is a breach of obligations and of the Student Protection in Anglican Schools Policy and Procedures.

What are our reporting responsibilities?

All employees, volunteers and visitors to an Anglican school have a responsibility to report when they suspect a student, or an unborn child, has been harmed or is at risk of harm.

Some employees also have a responsibility under legislative reporting obligations to report student protection concerns.

Mandatory reporting obligations

- **School staff members** must immediately make a written report when they become aware or reasonably suspect the sexual abuse or likely sexual abuse of a student under 18 years of age [*Education (General Provisions) Act 2006*]
- **Teachers or registered nurses** must make a report when they reasonably and honestly suspect a child has suffered, is suffering or is at risk of suffering significant harm caused by physical or sexual abuse and may not have a parent able and willing to protect the child from harm (*Child Protection Act 1999*)

Reporting requirement: Student Protection in Anglican Schools Policy and Procedure

All employees, volunteers and visitors to the school **will immediately** report **all** concerns and suspicions of harm or risk of harm of a student to an SPO or the Principal. The SPO or the Principal will determine if the concern is 'reportable', i.e. meets the threshold to report to the police or Child Safety Services, or that a referral to a community based support service would be of benefit to the child and/or family.



When should student protection concerns be discussed with an SPO or the Principal?

All student protection concerns should immediately be discussed with the relevant school supervising staff member, an SPO, or to the Principal irrespective of whether it is suspected the harm or inappropriate behaviour towards a student is caused by:

- someone working at the school;
- a volunteer or visitor to the school;
- another student;
- someone from the student's family, a friend or a stranger; or
- the student self-harming.

What if the concerns relate to the Principal?

If it is suspected that the Principal is responsible for causing harm to a student, report this to the Director of Professional Standards on (07) 3835 2266 or email at:

dops@anglicanchurchsq.org.au.

What do staff, volunteers and visitors need to remember in relation to their own behaviour?

- **NEVER** harm a student, either physically, psychologically or emotionally
- **NEVER** make fun of, put down or unlawfully discriminate against a student
- **NEVER** touch a student in a sexual way, or engage in any other inappropriate sexual activity, e.g. sending a suggestive text message, showing a student inappropriate images, engaging in over familiar and unprofessional conduct with a student without sound educational reason.
- **NEVER** do or say anything that would make people think you are doing or intending to do something sexual to a student.

REMEMBER

If you are not sure – IMMEDIATELY REPORT your concern

Safeguarding our Students:

Student Protection policy and procedures guide for volunteers and visitors to Anglican Schools

Introduction

Every student has the right to feel safe and free from harm in every area of their life including when at school. The protection of children and young people is of paramount importance and the Anglican Church Southern Queensland (ACSQ) takes this responsibility very seriously.

The ACSQ has developed the *Student Protection in Anglican Schools Policy and Procedures* to guide school staff, volunteers and visitors (paid or unpaid) to an Anglican school in their responsibilities under legislation and/or policy to recognise and report suspected child abuse and neglect or inappropriate behaviour towards a student.

You can access the *Student Protection in Anglican Schools Policy and Procedures* on the school's internet or intranet sites.

Your responsibilities

You, as part of an Anglican school community, have a responsibility to help safeguard our students by:

- informing relevant staff of suspected abuse and neglect or inappropriate behaviour towards a student; and
- acting professionally and behaving in an appropriate manner towards all students at all times.

Behavioural obligations

Behaviour of a sexual, physical or psychological nature which exploits the special position of trust and authority between an employee or volunteer and a student, regardless of age, is a breach of policy and may be an offence under legislation.

While not an exhaustive listing, such behaviour may include:

- transporting a student or seeking to visit a student at home without the written consent of a parent and the approval of the Principal;
- inviting a student to the staff member or volunteer's home;
- sending or receiving correspondence of an inappropriate nature or inappropriate giving of gifts;
- physical or emotional aggression, violence or bullying;
- sexual exhibitionism;
- development of an intimate relationship incompatible with the professional relationship;
- exposing a student to pornographic material in any medium;
- inappropriate discussion of sexual matters;
- obscene language, especially of a sexual nature;
- gestures or actions of a suggestive or obscene nature;
- jokes of a sexual nature told in a student's presence;
- voyeurism (gaining pleasure from secret watching of another);
- repeatedly seeking to be alone with a student; or
- detaining a student in locked facilities or facilities that do not have immediate access to other staff members.

Any behaviour which exploits a student is unacceptable.

Reporting suspected abuse or inappropriate behaviour

As a volunteer or visitor to an Anglican school you must immediately inform a Student Protection Officer (SPO) or the Principal of all suspected abuse or neglect of a student.

You must also immediately inform an SPO or the Principal of suspected inappropriate behaviour by a staff member or volunteer towards a student.

When the concerns relate to inappropriate behaviour by the Principal, you must discuss the concerns with an SPO.

What is child abuse and neglect

There are four different types of child abuse.

- **Physical abuse** occurs when a child has suffered, or is at risk of suffering, non-accidental physical trauma or injury.
- **Sexual abuse** occurs when an adult, stronger child or adolescent uses their power or authority to involve a child in sexual activity. Sexual abuse may also involve grooming.
- **Emotional abuse** occurs when a child's social, emotional/psychological, cognitive or intellectual development is impaired or threatened through acts of omission (neglect) or commission (abuse).
- **Neglect** occurs when a child's basic necessities of life are not met and their health and development are affected.

What is inappropriate behaviour

Inappropriate behaviour means any behaviour of a school employee or volunteer towards a student, regardless of age, which is:

- inconsistent with Professional Standards, Codes of Conduct and/or school policies; and
- considered to be inappropriate behaviour by the person making the complaint.

Actions by the SPO or Principal

After speaking with you about suspected abuse and neglect or inappropriate behaviour, the SPO or Principal will decide if a report is required to Child Safety or police and will complete the reporting form with you.

When the concerns relate to inappropriate behaviour, the SPO and/or Principal will take any action required under policy and procedures.

Confidentiality and notifier protections

Under the Child Protection Act 1999 any person, when acting honestly and reasonably, who reports suspected child abuse or neglect will be protected from civil, criminal and administrative liability and the notifier name and contact details will remain confidential.

Breaches of child protection policy

All breaches of these obligations will be treated seriously. When made aware of any breach, the Principal will take appropriate action which may include excluding the person from continuing in their role as a volunteer or visitor.



Emergency Procedures

The warning alarm may not be sounded if we need to move straight to evacuation or lockdown.

WARNING ALARM (If activated as an alert)

30 SECONDS OF FAST REPEATING HIGH TONE

Gather students in your area of duty, look, listen and wait for instructions

DO NOT COMMENCE EVACUATION

EVACUATION ALARM

WOOOOP, WOOOOP, WOOOOP

Year 2 - Year 12 move directly to the Oval

Early Learning Centre – Year 1 move to the Junior Bus Waiting Area

Unless otherwise instructed

LOCK DOWN ALARM-

HIGH/LOW SIREN

Stay inside or move to a classroom, lock doors and await further instructions

ALL CLEAR ALARM

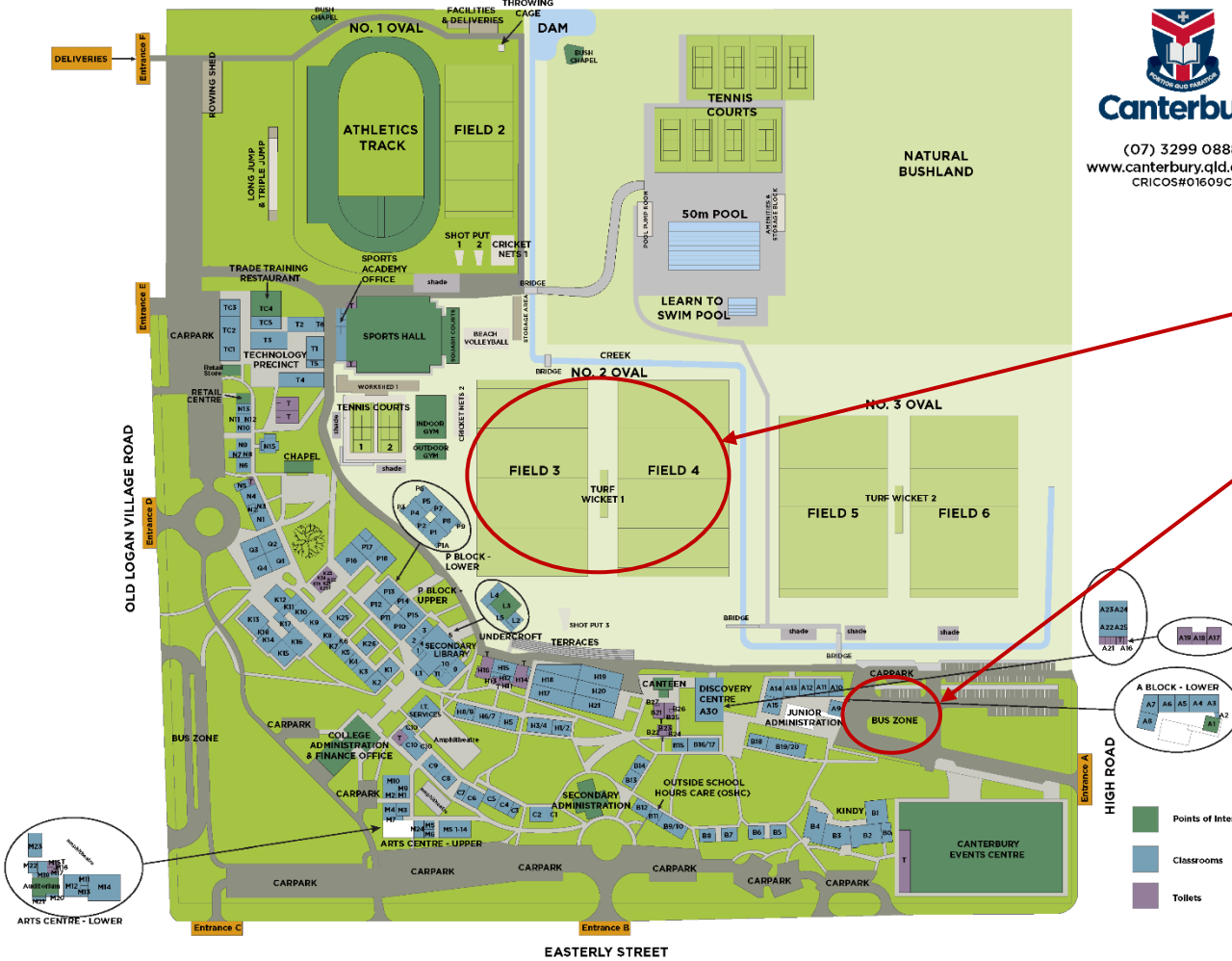
30 SECONDS OF INTERMITTENT BEEPS

All students must report to their form rooms for roll marking



Evacuation Points


Canterbury
(07) 3299 0888
www.canterbury.qld.edu.au
CRICOS#01609C





Accident and Incident Reporting

In the event of an incident or accident, coaches and managers should complete the Safety Incident form. Safety Incident forms are completed online.

Please open and view link to the [Safety Incident Form](#).