

# WAIS Safe and Ethical Practice Policy Framework



WESTERN AUSTRALIAN INSTITUTE *of* SPORT

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## PURPOSE

To provide a policy framework for safe and ethical coaching, scientific and medical practice within WAIS and conduct that maintains the integrity of sport.

## BACKGROUND

One of the three guiding principles for WAIS is *Athlete Care*; this principle commits WAIS to above all, acting in the best interests of athlete health, wellbeing and safety.

WAIS recognises that there are unsafe and/or unethical practices available to achieve higher levels of athletic performance. It also recognises that the pursuit of athletic success at an international level requires an approach that embraces new and emerging knowledge, technology, product, and practice.

WAIS also recognises that its staff, contractors and consultants are in significant positions of power and authority over the athletes they assist. Therefore, the highest standards of professional and personal integrity must be defined and maintained to ensure athlete wellbeing, and that this position is not inappropriately used to influence athlete decisions or actions.

## 1. POLICY SCOPE

1.1. This Framework applies to WAIS:

- a) **Staff** - this includes all employees and independent contractors engaged by WAIS
- b) **Board Members** – Independent Directors of the Institute appointed by the WA Minister for Sport and Recreation
- c) **Athletes** – all athletes who have a WAIS Athlete Scholarship
- d) **Students** – undertaken by the WAIS High Performance Sport Research Centre
- e) Any other individual who has agreed to be bound by this Framework and its related policies – such as Parents, Visitors and Volunteers.

1.2. To ensure that WAIS achieves its purpose through safe and ethical practice, the following policies are endorsed and monitored under this Framework:

- a) WAIS Staff Code of Conduct
- b) WAIS Athlete Code of Conduct
- c) WAIS Athlete Protection Policy
- d) WAIS Safeguarding Children and Young People policy
- e) WAIS Anti-Doping Policy
- f) WAIS Sports Medicine, Medication and Injections Policy
- g) WAIS Athlete Mental Health Policy
- h) WAIS Concussion Policy
- i) WAIS Supplements Policy
- j) WAIS Disordered Eating Prevention Policy
- k) WAIS Anti-Match Fixing Policy
- l) WAIS Research and Innovation Policy

1.3. WAIS has adopted the AIS Genomics Position Statement which can be found at

<https://bjsm.bmj.com/content/51/1/5>

## 2. STANDARDS

### Policy Education Standards

- 2.1. WAIS will provide staff, athletes and students with a formal induction in, and annual education on, the Safe and Ethical Practice Policy Framework (SEPPF) and its related policies listed in (1.2). WAIS will advise staff, athletes and students of any material changes made to the SEPPF or a related policy in timely manner.
- 2.2. WAIS will provide Board members with a formal induction in the Safe and Ethical Practice Policy Framework (SEPPF) and its related policies listed in (1.2).
- 2.3. Staff, and students placed at WAIS for longer than six (6) weeks, will be required to:
  - a) Read in full the policies, within one (1) week of their commencement at WAIS.
  - b) Complete the SEPPF online induction, within one (1) week of their commencement at WAIS.
  - c) Participate in education and confirm their understanding of the policies, annually.
- 2.4. Athletes on a WAIS Scholarship will be required to:
  - a) Read in full the policies, prior to their commencement at WAIS.
  - b) Complete an induction at the commencement of their WAIS scholarship.
  - c) Participate in education and confirm their understanding of the policies, annually.

### Framework Employment Standards

- 2.5. WAIS conditions of employment/contract will require compliance by all staff with the policies under this Framework.
- 2.6. WAIS coaching and scientific staff position descriptions will include requirements for appropriate professional training and experience.
- 2.7. WAIS staff recruitment processes will include confirmation of professional qualifications, experience, and background checking to confirm previous practice, in accordance with WAIS safe and ethical practice policy requirements.

## 3. RESPONSIBILITIES TO THE FRAMEWORK

- 3.1. **The WAIS Board is responsible for monitoring compliance with this framework.** The WAIS Board:
  - a) Will oversee staff, athlete and student compliance with policies listed under this Framework, through annual management exception reporting.
  - b) Will oversee staff, athlete and student policy education and knowledge confirmation requirements stated in this Framework, through annual management exception reporting.
- 3.2. **The WAIS Chief Executive Officer (CEO) is responsible for reporting, reviewing and overseeing implementation of the Framework.** The CEO:
  - a) Will provide an annual report to the WAIS Board on the implementation of the Framework including all breaches.
  - b) Will review the Framework as per the review schedule.
  - c) Will enforce sanctions or disciplinary actions resulting from a policy breach.

- 3.3. **The WAIS Senior Managers are responsible for ensuring all staff, athletes and students under their remit completes education on, and understands the policies under this Framework.** WAIS Senior Managers <sup>[See Definitions]</sup>:
- a) Will monitor that newly appointed staff, athletes and students receive an induction.
  - b) Will monitor the completion of ongoing education.
- 3.4. **The WAIS People and Community Manager is responsible for facilitating the recruitment, induction and ongoing education of staff under this Framework; and overseeing the complaint handling process under the Framework and its policies.** The People and Community Manager:
- a) Must facilitate the education and knowledge confirmation of the policies for all staff and students.
  - b) Will ensure the Framework Employment Standards are implemented.
  - c) Will act as the Complaints Manager for the purposes of overseeing the complaint handling process under the Framework and its policies; and when liaising with Sport Integrity Australia in relation to complaints.
- 3.5. **Individuals are responsible for ensuring they understand the policies under this Framework.** Staff, Athletes and Students, and any other bound person:
- a) Must read in full and complete induction on the policies, as per the Framework Education Standards (2.3) and (2.4).
  - b) Must participate in education and confirm their understanding of the policies, annually.

#### **4. BREACH OF THE FRAMEWORK**

- 4.1. A breach of this Framework occurs when:
- a) There is a failure to uphold the responsibilities stated under this Framework.
  - b) A person breaches any policy under this Framework.
  - c) A person withholds or provides false or misleading information in relation to this Framework or its related policies.
  - d) A person fails to report a breach under this Framework or its related policies.
  - e) A person fails to cooperate with a complaint handling process under this Framework.
  - f) There is a failure to comply with or enforce a sanction or disciplinary action under this Framework or its related policies.
- 4.2. Any suspected breaches of this Framework or its related policies, must be reported to a WAIS Grievance Officer. <sup>[See Definitions]</sup>
- 4.3. Any suspected breaches that significantly impacts, or has potential to significantly impact, the provision of a safe and/or ethical athlete training practice or environment, must be reported by the CEO to the WAIS Board Chair as soon as practical.
- 4.4. If a person is in breach of this Framework:
- a) The complaints process within the WAIS Staff Code of Conduct, Athlete Code of Conduct or Athlete Protection Policy applies as appropriate.
  - b) Sanctions may be imposed according to the severity of the breach and may include suspension or termination of employment or scholarship.

## 5. DEFINITIONS

**Staff** – a person engaged by WAIS (fulltime, part-time, casual) as an Employee or engaged by WAIS as an Independent Contractor.

**Student** – a student engaged in a study program at WAIS approved by the WAIS High Performance Sport Research Centre.

**Board Member** - an independent Director of the Institute appointed by the WA Minister for Sport and Recreation.

**Athlete** – an athlete who has a WAIS Athlete Scholarship that is a Sport Program Scholarship agreement or Individual Athlete Program scholarship agreement.

**WAIS Senior Managers** – senior managers who have management of people, such as the WAIS Chief Executive Officer, Performance Team Directors, Corporate Services Manager, People and Community Manager, High Performance Sport Research Centre Director.

**WAIS Grievance Officer** – a person identified by WAIS who has the responsibility to receive and initiate the process for complaints and grievances handling at WAIS. WAIS Grievances Officers are:

- Chief Medical Officer
- People and Community Manager
- Corporate Services Manager
- Human Resources staff
- Any Performance Team Director – National, Pathways, Podium

## 6. OTHER MATTERS

This Framework has been developed with reference to the AIS Sports Science/Sports Medicine (SSSM) Best Practice Principles of:

- 1) Staff integrity and capability
- 2) SSSM policies and position statements
- 3) Education
- 4) Detection and enforcement
- 5) Oversight and reporting

This Framework has been developed with reference to Sport Integrity Australia’s National Integrity Framework.

## 7. REVIEW AND REVISION

This policy, and all related appendices, will be reviewed according to the policy revision schedule and as deemed appropriate.

Policy review will be undertaken by the Chief Executive Officer and any revisions approved by the Board.

### Revision History

Date	Version	Reviewed by	Changes made
13 May 2019	2.4	Chief Executive Officer	Policy Updated
9 December 2021	3.0	Chief Executive Officer	Policy Updated
7 February 2022	3.1	Chief Executive Officer	Policy Updated
1 November 2022	3.2	Chief Executive Officer	Policy Updated
9 January 2023	3.3	Chief Executive Officer	Position titles updated
8 May 2023	3.4	Chief Executive Officer	Policy Updated
7 August 2023	3.5	Chief Executive Officer	Policy Updated

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