



**aquatic achievers**  
swim schools

## **Aquatic Achievers Suppliers Contractors Partners Policy**

Responsible Officer: General Manager

---

### **Document History**

Key Changes	Prepared By	Checked By	Approved By	Date
V1. Policy created for ACF approval	Rob M		Rob M	10.05.22

## Table of Contents

Table of Contents ..... 2

Scope ..... 3

Purpose ..... 3

Roles & Responsibilities..... 3

Related Policies and Documents..... 5

Review and Approval..... 5

## Scope

The Suppliers, Partners and Contractors policy applies to any supplier, contractor, sub-contractor, partner, consultant and/or third party working for Aquatic Achievers.

This policy and associated procedures apply in all our operating environments and without fail wherever children and young people are participating in our organisation's activities, programs, services and / or facilities.

## Purpose

Aquatic Achievers is committed to ensuring that all activities and infrastructure at or on any of its sites are fully compliant with any relevant laws, statutes, and standards.

In recognition of this, the policy detail the requirements of any Supplier, Contractors, and Partners (including any organisation defined as a supplier, contractor, sub-contractor, partner, consultant and/or third party) when they engage with Aquatic Achievers to deliver products and/or services.

Aquatic Achievers has zero-tolerance towards abuse and neglect of children and young people. Therefore, the purpose of this policy is to outline the responsibilities, procedures and practices required by all team members, including any Supplier, Contractor and/or Partner working within Aquatic Achievers in relation to keeping children and young people free from abuse and neglect.

## Roles & Responsibilities

### **Supplier, Contractor and / or Partner Procedure**

Aquatic Achievers has systems in place to ensure that all services – including those delivered by external organisations – are effectively monitored and evaluated and that any individual engaged in these services comply with the relevant organisational and legislative requirements.

Suppliers, Contractors and/or Partners (or any individual engaging on behalf of the external organisation) are required to read and comply any contracts (including partnership agreements and Memorandums of Understanding).

These contracts must be approved as per Aquatic Achievers Delegation of Authority Policy.

The contracts may be adapted to the nature of the relationship between with Aquatic Achievers and any external organisations, but at a minimum, clauses should include:

- It is the Supplier's, Contractor's and/or Partner's responsibility to ensure that their team members and any sub-contractors engaged by them to undertake work with Aquatic Achievers comply with current legislative requirements and Aquatic Achievers' policies and procedures where applicable.
- Suppliers, Contractors and/or Partners are responsible for informing their sub-contractors and employees about Aquatic Achievers' requirements. This includes requiring their employees to sign Aquatic Achievers' Commitment to Safeguarding Children and Young People.

- Any Supplier, Contractor and/or Partner or their employees who fails to comply at any time with Aquatic Achievers' associated policies and procedures may face financial penalty of/or termination of the contract. Legal action will be taken wherever necessary.

## **Supplier, Contractor and / or Partner Procedure**

Safeguarding children and young people is a shared responsibility within our organisation, including those engaging on behalf of Suppliers, Contractors and/or Partners.

Any contracts (including Partnership Agreements and Memorandums of Understanding) should address the following safeguarding children and young people obligations, where applicable:

It is the responsibility of all at Aquatic Achievers, from the Board to team members, volunteers, and contractors to:

- protect children and young people from all forms of abuse and neglect by our people.
- be alert to incidents of child abuse and neglect occurring outside the scope of our operations and services that may have an impact on the children and young people to whom we provide a service; and
- create and maintain a child safe culture that is understood, endorsed, and put into action by all the individuals who work for, volunteer, support or access our programs and services.

We expect all within our organisation, regardless of their role or level of responsibility, to act to safeguard children and young people from such harm by:

- adopting appropriate safeguarding practice and behaviour set within our policy and procedural guidelines, when carrying out their roles, and
- reporting any abuse and neglect of which they become aware to our management and/or to external authorities responsible for child protection or to police, regardless of whether that abuse is being perpetrated by personnel within our organisation, or by those outside our organisation including those from the child's family, extended family, their family's extended network or strangers.

We expect all within our organisation, including Suppliers, Contractors and/or Partners, to promote equity and respect diversity by:

- actively anticipating children and young people's diverse circumstances and responding effectively to those with additional vulnerabilities
- informing children and young people of their rights and giving all children and young people access to information, support, and complaints processes
- respecting the rights of children and young people to participate in decision making, paying appropriate attention to the needs of the following groups:
  - Aboriginal and Torres Strait Islanders
  - Children and young people with a disability
  - Children and young people from culturally and linguistically diverse backgrounds
  - LGBTQI+ (Lesbian, gay, bisexual, transgender, queer, and intersex)
  - Children and young people who are unable to live at home.

## Related Policies and Documents

The following Aquatic Achievers policies must be considered in relation to this document:

- Safeguarding Children and Young People Code of Conduct
- Safeguarding Children and Young People Policy
- Safeguarding Children and Young People Incident Management Policy
- Safeguarding Children and Young People Reporting Policy
- Workplace Health & Safety Policy
- Code of Conduct
- Discipline & Termination Policy
- Grievance Handling Policy
- Delegations of Authority Policy

## Review and Approval

This Policy will be reviewed every 3 years, or more frequently as required. Any significant proposed changes are approved by Aquatic Achievers Board and/or General Manager.

Approved by:



Rob Macfarlane  
**General Manager**

This document was reviewed and approved by the General Manager on 10<sup>th</sup> May 2022