



OLINDA FERNY CREEK FOOTBALL NETBALL CLUB

CHILD SAFE POLICY 2018

1st August, 2018

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OLINDA FERNY CREEK FOOTBALL NETBALL CLUB

CHILD SAFE POLICY - 2018

Intent of Policies

From January 2017, the Victorian Child Safe Standards legally require organisations which provide services for children – including Sporting Clubs – to have a Child Safe Policy and a Child Safe Code of Conduct. These documents must be accessible to all club members, including parents and children.

This Child Safe Policy details how Olinda Ferny Creek Football Netball Club (OFCFNC) will meet its duty of care and responsibilities to children, and contains a written Statement of Commitment to child safety. The Policy details how to raise concerns about the safety of children, and also details a recruiting process focused on child safety. All relevant Child Safe documents appear on the OFCFNC Webpage.

The Code of Conduct – a separate document to the Policy - establishes clear expectations for appropriate behavior with children.

Written By:	Committee - OFCFNC
Approved By:	Executive Committee - OFCFNC
Ratified By:	Committee Meeting - 1/8/18
Date for Review:	February, 2019

Purpose

1. This Policy was written to demonstrate in detail the firm commitment of **Olinda Ferny Creek Football Netball Club** to child safety, to provide an outline of relevant policies and practices the Club has developed to keep children safe from harm - including abuse - and also a practical guide as to what to do if any person suspects child safety is or has been compromised or likely to be compromised.

Statement of Commitment

2. All children who are part of our Club have a right to feel and be safe. The welfare of children in our care will always be our first priority. The Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun. The Club's activities are always carried out in the best interests of children, who will be listened to and encouraged to feel empowered.

Obligations of this Policy

3. This policy was developed by ***Olinda Ferny Creek Football Netball Club*** in collaboration with Committee Members, involved parents and guardians, and also players (football & netball) attached to the Club who are also parents.

This policy applies to all individuals actively involved in our organisation including, but not limited to:-

- Administrators
- Coaches
- Officials
- Participants
- Parents
- Spectators.

4. All role players who this policy applies to at ***Olinda Ferny Creek Football Netball Club*** have a clear responsibility to child protection. They must all:

- understand the indicators and risks of child abuse;
- understand the content of the Club's Child Safe Mission Statement, Code of Conduct and Child Safe Policy - the content of which is readily accessible on the Club Website;
- provide an environment that is supportive of children's emotional and physical safety;
- appropriately act on any concerns relevant to children, including the reporting to the CSO of any suspicion that a child's safety may be at risk.

Child Abuse

5. By law a child is defined as "a person under 18 years of age". Child abuse means all forms of physical abuse, emotional ill treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child, and includes any actions that results in actual or potential harm to a child.

6. Persons to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child. In this context zero tolerance and zero harm will be the aspiration of every official and club member connected with the Club.

Children's Rights to Safety and Participation

7. ***Olinda Ferny Creek Football Netball Club (OFCFNC)*** encourages children to express any views they may have about their safety. We listen to their suggestions, especially on matters that may directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.
8. We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children - or their parents - raise with us.
9. We educate children by displaying two Child Safe Standards posters at the entrance to the clubrooms, one of which prominently includes the name and contact details of our 2018 Child Safety Officer Ms Romy Schauble.
10. In an ongoing way the Child Safety Officer and Club office holders will be proactive around the club on Child Safety discussions, thereby establishing open and informal lines of communication with children and demonstrating commitment to their safety and welfare.
11. The topic of child safety will be referenced on a regular basis during formal off field Club addresses by coaches and/or the President, and will be a mandatory agenda item for further consideration at each monthly Committee of Management meeting.

Valuing Diversity

12. We value diversity and do not tolerate any discriminatory practices. To achieve this we:
 - promote the cultural safety, participation and empowerment of Aboriginal children and their families;
 - promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
 - welcome children with a disability and their families, and act to promote their participation; and
 - encourage involvement from volunteers with diverse cultural backgrounds.

Child Safety Officer

13. At the commencement of each year ***Olinda Ferny Creek Football Netball Club (OFCFNC)*** will name the Club's Child Safety Officer (CSO), who will fill that role for the remainder of the calendar year. This nominated role is intended to give players, clubs, parents and children a known point of contact for matters regarding child safety, and to give the League and all external stakeholders a liaison point for training and information regarding any aspect of child safety.
14. Essentially, having a CSO is intended to ensure that if an incident occurs people know who to turn to, and that the person they turn to understands what to do. In support of that role the League will facilitate certain mandatory training in the form of on line modules and information sessions, including a Child Protection Training Course.

15. For 2018 the nominated CSO at **OFCFNC** is Ms Romy Schauble (0430 305603).

Welfare Officer

16. A new voluntary portfolio position of Welfare Officer will be formally created when the new Committee of Management is appointed for the 2019 netball/football season. This portfolio holder will be the point of focus for all welfare support coordination activities at the Club.

17. The Welfare Officer will - in collaboration with coaching staff, the President, and where applicable the Chairman of our Sports Management Group - respond to and coordinate a response to all significant welfare concerns for players, and any other person associated with **OFCFNC** who is owed a duty of care by the Club.

18. An additional key responsibility for this role will be ongoing risk assessments around the Club in support of diversity and safety for all.

19. This is a separate role to that of Child Safety Officer, but will include a focus on the more general welfare interests of children. This portfolio holder will report directly to the President, and where relevant liaise in an ongoing way with the CSO.

Recruitment Policy

20. **Olinda Ferny Creek Football Netball Club** primarily relies on volunteers for its week to week operations, however there are contracted coaching staff and some paid players contracted to the club on a seasonal basis.

Working with Children Checks (WWC)

21. Any person who is proposed to fill the following roles at **Olinda Ferny Creek Football Netball Club** – including those roles connected with senior teams - has a mandatory requirement to obtain a WWC check prior to commencing in the role:-

Coaches

Assistant Coaches

Trainers

Runners

Team Managers/Assistant Managers

Coaching Coordinator

Club Volunteers (active) – eg ongoing support to training activities, equipment coordination, bar manager and the like;

Child Safety Officer & Welfare Officer

President, Secretary, Board Members, SMG and Committee Members.

22. No person can perform these roles/duties at the Club until they receive a Working with Children check clearance. The first part of a Working With Children check application can be found and completed at www.workingwithchildren.vic.gov.au. The remainder of the process is explained at that website.

23. Details of the central recording of WWC checks - during and post completion of the process - is detailed later in this Policy under the heading 'Everproof'.

24. In the event of a Negative Notice or an Interim Negative Notice being issued by the Department of Justice & Regulation - as a consequence of an individuals WWC application - the CSO is then required to follow the steps as laid down at Paragraph 17 of the AFL Yarra Ranges Child Safety Officer Handbook. It is important to note that such a development must always be treated in the strictest of confidence, as there are laws governing privacy aspects to this process.

Compliance Officer

25. After the appointment of the Committee of Management for the 2019 netball/football season, a Committee member shall be appointed to the portfolio position of Club Compliance Officer. The key role of this Club portfolio holder will be to ensure supportive quality assurance around (a) the management of WWC checks and recording on Everproof (b) submission, management and security of written applications submitted in alignment with Paragraph 28 below and (c) ensuring all coaching and trainer qualifications are commensurate with specific roles and correctly uploaded to Everproof.

Recruiting of Official Staff - Child Safe Standards

26. Child Safe Standards are integral to any appointment connected to the training, administering, or provision of support services to football or netball sport where players under 18 years of age may potentially - or will - participate. As of the commencement of the 2019 season, these standards outlined below will also apply to senior team coaching/support role appointments. This is because it is always possible that a player under 18 years of age will play in a senior (adult) team, and also it is likely that U/18 year players will often train alongside adult players.

27. In this context ***Olinda Ferny Creek Football Netball Club*** takes steps to ensure best practice standards in the recruitment and screening of coaches, managers and volunteers. Therefore any role which will involve working with children will require an application process which includes recorded, written applications. This is the minimum standard as now set by AFL Yarra Ranges.

28. The positions that these Application Process Requirements (below) will apply to are as per the list at Paragraph 21 of this Policy, with the exception of the President, Secretary, General Committee and SMG members. These exemptions will be an interim measure for the 2019 season and subject to later review in that year.

Application Process Requirements

29. Accordingly the following initial selection process steps must be adhered to for candidates applying for the nominated key roles in the 2019 netball/football season:-

- submit a completed written Application Form (“Child Safe Standards Recruitment Policy” - AFL Yarra Ranges website - Resources – AFL YR Child Safe Standards – Recruitment Policy);
- provide contact details for two referees relevant to the sought after role;
- provide proof of a current Working with Children Check, including WWC number and alignment to the Club;
- written outline why the applicant wishes to work with children;
- detail the candidates history of working/volunteering with children and why they left any previous positions;
- a Police check if considered prudent.

Management of Selection Process

30. The President and the chairman of the Sports Management Group (SMG) will oversee the appointment of selection panels to manage and oversee the selection of applicants for senior roles i.e. coaches, assistant coaches, team managers, trainers and the like. All position application documentation - and records of selection panel interview deliberations generated from this process - will be kept secure and confidential. The overriding principles of natural justice, merit based selection and privacy should be paramount considerations during the process. Referees should also be checked by selection panels when considered appropriate.

31. The commitment of ***Olinda Ferny Creek Football Netball Club*** to child safety, and our screening requirements, should be included in any advertisements for positions at the Club. Reading and understanding the Club’s Child Safe Code of Conduct and Child Safe Policy as posted on the OFCFNC website should be an integral part of the induction process for new staff or volunteers. All volunteers/inductees filling any of the positions as detailed at Paragraph 21 of this Policy should be invited to formally adopt by way of signature acceptance of the Child Safe Code of Conduct.

Everproof

32. Everproof is an online accreditation storage platform which allows users to upload their qualifications, certificates and licenses, and make them visible to organisations. AFL Yarra Ranges and OFCFNC personnel with administration access can view this platform in an ongoing way, in order to verify and monitor the status of accreditations our Club personnel are required to have (eg Working with Children Checks).

33. All staff and volunteers at ***Olinda Ferny Creek Football Netball Club*** - who fall into the categories specified at Paragraph 21 of this Policy – are allocated an Everproof account by our Club. Once an individual account is activated, then qualifications like WWC Assessment Notices and job specific qualifications (eg coaches, trainers,) can be uploaded to those accounts. Currency of accreditations and mandatory qualifications - eg AFL Coaching

Accreditation, Level 1 Sports Trainers, Child Protection Training Courses - can be monitored in an ongoing way by both the League and our Club.

34. It is League policy that mandatory qualifications must be uploaded to Everproof before a relevant person is regarded as compliant. Lack of compliance means that a relevant Club person cannot perform their duties unless they are compliant in these strict terms.

Club Responsibility

35. The OFCFNC Compliance Officer working in tandem with the CSO will be accountable to the Club's Committee of Management for ensuring ongoing best practice management of Everproof compliance.

Supporting Staff and Volunteers

36. The Club seeks to attract and retain the best volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Child Safe Code of Conduct to provide guidance to our staff and volunteers, all of whom will receive training on the requirements of the Code and child abuse recognition and prevention.

37. Looking out for each other from a welfare and safety perspective is also a Club priority, and a specific responsibility for all persons fulfilling those roles which appear at Paragraph 21 of this Policy.

Social Media

38. In order to address the risks social media platforms create for children, OFCFNC has the following mandatory requirements:-

- no adult in a role working with children at OFCFNC should engage in individual social friendships with children on personal social media sites;
- multiple adults including the Club President and relevant coaches should be part of the contact list, and included in any social media communication with children from or on behalf of the Club;
- when setting up a social media platform connected with the Club or an individual team within the Club, an adult administrator should be appointed as someone who will check on the status of posts and comments. Scanning for any content which may potentially be regarded as bullying will be a strong Child Safe focus;
- confidentiality is important, permission must be obtained from parents for any use of a child's name or photo to be used in any postings, this is particularly important in case of any custody issues or privacy required.

Reporting a Child Safety Concern or Complaint

39. The Club has appointed Ms Romy Schauble as its Child Safety Officer for 2018, with the specific responsibility of responding to any complaints made by staff, volunteers, parents or children. Ms Schauble can be contacted on mobile no. 0430 305603. Understanding the following definitions may assist CSO's in correctly evaluating individual situations:-

Relevant Definitions

Child means a person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child abuse means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

Reasonable grounds for belief is a belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

Reasonable Belief

40. A reasonable belief is formed if a reasonable person believes that:-

- the child is in need of protection;
- the child has suffered or is likely to suffer "significant harm as a result of physical injury";
- the parents are unable or unwilling to protect the child;
- a 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation;

41. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed if:

- a child states that they have been physically or sexually abused;
- a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- someone who knows a child states that the child has been physically or sexually abused;
- professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
- signs of abuse lead to a belief that the child has been physically or sexually abused.

Reporting Procedure

42. An "AFL Yarra Ranges Incident Report" form can be found at the AFL Yarra Ranges website - Resources - Child Safe Standards . This report form is a useful guide, and should be utilised for contemporaneous note taking by the CSO when in receipt of a child safety concern.

http://afl-yarraranges.com/fileadmin/user_upload/AFL_YARRA_RANGES_INCIDENT_REPORT.pdf

43. Where practicable any report or complaint - which may involve a disclosure of abuse or harm or alleged breach of the Child Safe Code of Conduct - should be taken and discussed in circumstances of complete privacy. If circumstances permit, such a complaint should be received at a location away from the Club premises. The use of email, letter or telephone may be considered practicable in certain situations. These privacy considerations may not apply when receiving reports of environmental safety issues and the like.

44. The following general guidance principles apply to CSO's receiving a child abuse report:-

- remain calm;
- listen carefully and clarify the breach of policy and/or nature of the report;
- offer support and reassurance to the child, the parents, and/or person who is making the report;
- do not ask leading questions or make promises you cannot keep;
- take plenty of handwritten notes ("if it's worth remembering it's worth making a note");
- initiate internal processes to ensure the safety of the child;
- consider a separate offer of welfare support to the accused Club member or volunteer;
- consult in confidence with the Club President and notify/consult with the AFL Yarra Ranges CSO (Kelly Stokes - 0403 000534);
- decide in accordance with legal and duty of care requirements whether the matter should/must be reported to the Police (sexual or physical abuse) or Child Protection;
- to report concerns after hours about the immediate safety of a child:
Child Protection Crisis Line (24 hours) 13 12 78
Victoria Police - Sexual Offences and Child Abuse Investigation Team (SOCIT)
Eastern Victoria (03) 5820 5878

Dept of Health & Human Services 9096 0000 (business hrs)

Email: childsafestandards@dhhs.vic.gov.au

- submit to the AFL CSO the completed Incident Report as soon as possible;
- ensure the Club President is fully briefed in confidence, unless there is a specific circumstance which indicates this is not wise or practical;
- maintain security of all relevant documentation;
- stay in contact with the reporter and alleged victim to provide support;
- alleged perpetrator (if member of Club/volunteer) to be reassigned to other duties or suspended until further notice;
- in cases of sexual or physical abuse do not conduct an investigation.

Legal Obligations

45. If any adult at the Club has reasonable grounds to suspect that a child is in immediate or serious danger, that adult has a legal obligation to report it to the Police or to a relevant government authority (offences exist for Failure to Disclose and Failure to Protect).

Risk Management

46. ***Olinda Ferny Creek Football Netball Club*** recognises the importance of a risk management approach, in order to minimise the potential for child abuse or harm to occur. The Club uses this approach to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

47. To reduce the risk of child abuse occurring adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- using change room facilities;
- using accommodation or overnight stays;
- travel; or
- physical contact when coaching or managing children.

48. ***Olinda Ferny Creek Football Netball Club*** has undertaken a Child Safe Standards Club Review utilising the Club Review Template as provided by Vicsport. Arising from the findings of that review, an Action Plan and Child Safe Risk Assessment will be developed at the Club.

Privacy

49. Unless there is a risk to someone's safety, all personal information that is considered or recorded at the Club will be treated with respect in the context of privacy of the individuals involved. ***Olinda Ferny Creek Football Netball Club*** has safeguards and practices in place to ensure all such personal information is protected.

What happens if you breach this Code of Conduct?

50. Apart from any sanctions applied by the AFL or relevant external authorities, a person who breaches the Child Safe Code of Conduct may face disciplinary action within the

Club. Sanctions arising from that process may include cessation of any involvement by the individual with ***Olinda Ferny Creek Football Netball Club***.

Reviewing this Policy

51. Every two years, and/or following every reportable incident, a review shall be conducted by the Committee of Management to assess whether the Club's child protection policies or procedures require modification to better protect the children under the care of ***Olinda Ferny Creek Football Netball Club***.