



ALA Child Safety and Billeting Practises – Policy

APRIL 2019

Purpose

This policy is an extension of the Australian Lacrosse Association’s (ALA) Member Protection Policy. ALA is committed to the safety and well-being of all children and young people who participate in our sport or access our services. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained.

This policy is to ensure that all ALA operational personnel, directors and volunteers are aware of, understand and put into action, ALA’s best practices to create and maintain a child-safe environment.

Recruitment and appointment of personnel

- 1) If roles or position descriptions involve working with children (under the age of 18) ALA requires applicants to:
 - a) Provide a Working with Children / Screening check from the state that they reside. That is a copy of their card and official letter if they were issued one.
 - b) Fill out the ALA Member Protection Declaration form and return it to the ALA.
- 2) If the position is a paid position the person will need to obtain an employee Working with Children / screening check (usually a higher fee).
- 3) Once the check is received from the applicant, ALA will verify the Working with Children / Screening check (via working with children screening processes in each state) before an applicant is officially offered a role or position. If the check is expired, not current or voided the applicant cannot be appointed.
- 4) Once the successful person is appointed, ALA needs to ensure that the person’s check is up to date including listing Australian Lacrosse Association as an organisation they work or volunteer for on their record/account.
- 5) Once ALA is registered on the person’s record/account as an organisation, the ALA recruitment personnel must add the person’s check details on to “ALA Working with Children Check Database”.

- 6) All ALA staff and Directors appointed to roles that work directly with children (coach or team manager) for the ALA are to complete Child Protection Training through the [Play by the Rules](#) organisation.
- 7) ALA Staff and Directors are required to review state Working with Children / Screening check updates annually to ensure their knowledge is up to date.

Record Keeping

1. ALA will maintain a database of checks for those who work or volunteer for ALA in any official capacity (staff, directors, coaches (Development & HP), managers, support team staff. The following details are required to be record within the database:

Personal Details	Full first Name, Middle Name, Surname, DOB, Gender
Contact details:	Mobile number, Email, Address
Clearance type:	WWWC (VIC, NSW, WA, Blue Card (QLD), Screening (SA), Working With Vulnerable People (ACT), Exemption (police member or Teacher registration number)
Check/ screening details.	Card number or letter reference number. Start Date (if applicable), expiry date, check status (Valid, invalid or expired – as displayed when verifying the check via state based screening organisations.)
Member Protection Declaration	Yes or No if ALA has received and store the declaration.
Entered by	Full name of the ALA person who collected, verified the check and entered the information into database.
Date entered or updated	In the format of dd/mm/yyyy

2. No data is to be deleted from the database.
3. Any paper confirmation letters addressed to ALA, from State Working with Children / Screening bodies, must be provide to ALA Administrators stored.

Billeting Practises

ALA uses billeting to enable all players the opportunities to participant in ALA programs by keeping cost at a minimum. ALA also recognises the wonderful social benefits of billeting plus the opportunity to help develop independence of the billet. However, to ensure a child-safe environment the ALA is committed to the following practices when identifying and allocating billets to host families and during the billeting period:

1. ALA will provide all parties; host families, billet & Billet's family, information relating to ALA's expected standards, behaviours and responsibilities.
2. All parties to complete and sign a host family agreement or a billet agreement form and submit the signed form to ALA.
3. ALA to verify all details provided by the host family and pass on contact details to billet's family.
4. ALA will endeavour to have two players billeted together. This philosophy will provide more comfort and support to the billets, reduce the risk of any harm occurring and increase the likely hood of any issues being reported.
5. ALA will provide program details (agenda, timings, venues meeting places, travel arrangement etc) to all parties in advance of the billeting period.
6. ALA will ensure billets and billets' families are aware of check-in guidelines and who to contact in case of emergency during the billeting period.

Reporting

Within this policy two areas are covered in “reporting”; daily check-ins and the reporting of serious incident/situation.

Daily Check Ins

Billets are required to ‘report in’ or ‘check in’ daily with a family member, either in person, on the phone or via text message. Billets are also encouraged to check in with host family daily.

This check-up provides a daily opportunity to check the safety of billets but to also handle any minor issues or situations before they become more serious.

Billets, billets families and host Families will have Team Manager contact details and can contact them 24/7.

Billets should always save these numbers in their phone or have them on hand. Billets need to be diligent with this process.

Reporting

As outlined in the purpose, this policy is an extension of the ALA Member Protection Policy.

As such, for the reporting of serious incidents or issues please refer to Part D of the ALA Member Protection Policy.

If the incident or issue involves child abuse, please refer to Attachment E ALA Member Protection Policy.

In the case of any report the Team Manager will inform ALA HP Team Manager as soon as possible.