

CHILD PROTECTION – Child Safe Policy

Introduction

The Gembrook Cockatoo Football Netball Club is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

Everyone working at the Gembrook Cockatoo Football Netball Club is responsible for the care and protection of children and reporting information about child abuse.

Purpose

The purpose of this policy is

1. To facilitate the prevention of child abuse occurring within the Gembrook Cockatoo Football Netball Club
2. To work towards an organisational culture of child safety.
3. To prevent child abuse within the Gembrook Cockatoo Football Netball Club
4. To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
5. To provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
6. To provide a clear statement to staff/volunteers/contractors forbidding any such abuse.
7. To provide assurance that any and all suspected abuse will be reported and fully investigated.

Policy

The Gembrook Cockatoo Football Netball Club is committed to promoting and protecting at all times the best interests of children involved in its programs. All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

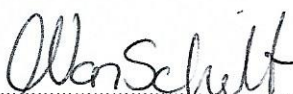
The Gembrook Cockatoo Football Netball Club has zero tolerance for child abuse. Everyone working at the Gembrook Cockatoo Football Netball Club is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between the Gembrook Cockatoo Football Netball Club, all employees, workers, contractors, stakeholders, and volunteers of the Gembrook Cockatoo Football Netball Club community.

The Gembrook Cockatoo Football Netball Club will consider the opinions of children and use their opinions to develop child protection policies.

The Gembrook Cockatoo Football Netball Club supports and respects all children, staff and volunteers. The Gembrook Cockatoo Football Netball Club is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

If any person believes a child is in immediate risk of abuse, telephone 000.



Christina Van Schilt
Secretary/ Child Safety Officer- Senior Club
24/06/2019
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Amanda McCartin
Child Safety Officer- Junior Club
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Child Safe Policy - Procedures

RESPONSIBILITIES

The **Board** of the Gembrook Cockatoo Football Netball Club has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place.

The Board of the Gembrook Cockatoo Football Netball Club is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, stakeholders and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Ensuring that all adults within the Gembrook Cockatoo Football Netball Club community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors, stakeholders and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

All **affiliates/stakeholders** must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible;
- Educate employees and volunteers about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

Management should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All **staff/volunteers/stakeholders/contractors** share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and Gembrook Cockatoo football Netball Club policy and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and / or the state-based child protection service) and fulfil their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to the CSO
- Provide an environment that is supportive of all children's emotional and physical safety.

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.

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.

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) A child states that they have been physically or sexually abused;
- b) A child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- c) Someone who knows a child states that the child has been physically or sexually abused;
- d) 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
- e) Signs of abuse lead to a belief that the child has been physically or sexually abused.

Risk Management

The Gembrook Cockatoo Football Netball Club will ensure that child safety is a part of its overall risk management approach.

The Gembrook Cockatoo Football Netball Club is committed to identifying and managing risks at the Gembrook Cockatoo Football Netball Club and or affiliates including utilising Everproof to store certifications and online verifications of all adults working with children within the Gembrook Cockatoo Football Netball Club.

Risk and compliance staff and volunteers will receive regular training in relation to child safety provided by League Child Safety Officer.

This Gembrook Cockatoo Football Netball Club Child Safe Policy will be reviewed annually at the commencement of each calendar year by Executive Committee and a copy sent to AFL-Outer East. Any, and all changes made to this policy will be advertised on Gembrook Cockatoo Football Netball Club's website, Facebook page and sent to all members via email within 30 days of any changes.

AFL OUTER EAST RECRUITMENT POLICY

Recruiting of Staff & Volunteers

Child Safe Standards are integral in any appointment to a Centre, Club or League role which is providing football/Netball for players under 18 years of age.

Any role which will have people working with children should involve an application process which includes a recorded, written application as the minimum.

The following should be included in this:

- Contact details for two referees relevant to the role which is being undertaken
- Proof of a current Working with Children Check, including WWCC number and alignment to the Centre, Club or League.
- Why the person wishes to work with children?
- The candidate's history of working with children and why they left any previous positions?

Reporting

Reporting Procedure (Reporting Appendix in filing Cabinet at the Club)

1. Any reports of child abuse are to be made to the organisation's Child Safety Officer (CSO). CSO to report to Police if there is any report of sexual or physical abuse of a child. Child Safety Officer to stay in contact with reporter and alleged victim to provide support.
2. Child Safety Officer to communicate to Centre Coordinator/Club President/League Management. A detailed written report of supplied information from reporter must be recorded and stored, including Who, What, When, Where & Why the incident is of concern.
3. Centre Coordinator/Club President/League Management to report to next level management (included below) if necessary i.e. report was communicated to Police or is of significant concern.
4. Alleged perpetrator (if member of staff/volunteer) to be reassigned to other duties until further notice.
5. If alleged perpetrator is a member of staff/volunteer, AFL Victoria independent investigation to take place. Approval of investigation process from next level management is required. Investigation is not to be completed by Centre/Club/League CSO.

Next level management communication lines:

Auskick Coordinator	→	AFL Victoria Auskick Management (CSO)
Club President	→	League Management (CSO)
League Management	→	AFL Victoria Community (cso)

Department of Health and Human Services

Eastern suburbs 1300 360 391

After hours and to report concerns 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

Investigating

If the appropriate child protection service or the police decide to conduct an investigation of this report, all employees, contractors or volunteers must co-operate fully with the investigation. Whether or not the authorities decide to conduct an investigation, the Board will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the board may decide to conduct such an investigation. All employees, contractors and volunteers must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The Board will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the Board shall coordinate the investigation with the appropriate investigators and / or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

Responding

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the organisation's policies or its Code of Conduct the person concerned may be stood down while an investigation is conducted. If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. The Gembrook Cockatoo Football Netball Club will have safeguards and practices in place to ensure any personal information is protected.

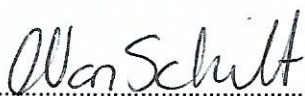
Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

Reviewing

Every calendar year, and following every reportable incident, a review shall be conducted to assess whether the organisation's child protection policies or procedures require modification to better protect the children under the organisation's care.

- This policy must be read in conjunction with:
 - The law of the Commonwealth or of the relevant state or territory;
 - The organisation's Code of Conduct;
 - Termination of Employment Policy and Misconduct Procedures.

Authorisation



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Secretary/ Child Safety Officer-Seniors
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24/06/2019



Amanda McCartin
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24/06/2019

CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE

Management, staff, stakeholders, volunteers and contractors at the Gembrook Cockatoo Football Netball Club are required to abide by this Code.

Under the Board all, management will:

1. Be responsible for the overall welfare and wellbeing of staff and volunteers;
2. Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
3. Nominate a Child Safety Officer to provide information and support and training to all staff, volunteers, children, young people and their carers regarding child protection matters.

All people involved in the care of children on behalf of the Gembrook Cockatoo Football Netball Club will:

1. Work towards the achievement of the aims and purposes of the organisation;
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people;
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with children;
11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for children and young people;
13. Operate within the policies and guidelines of the Gembrook Cockatoo Football Netball Club; and
14. Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a child or young person unnecessarily and for more than a very short time;
6. Develop a 'special' relationship with a specific child or young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
10. Work with children or young people while under the influence of alcohol or illegal drugs;
11. Engage in open discussions of a mature or adult nature in the presence of children;
12. Use inappropriate language in the presence of children; or
13. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

Social Media

1. No adult in a role working with children in an AFL Victoria Affiliate should engage in individual social friendships with children from the Club/Program/NAB Auskick Centre on personal social media sites.
2. Multiple adults, including Club President, Senior Manager or Centre Coordinator, should be part of the contact list and included in any social media communication with children from, or on behalf of the Centre/Club, or regarding Centre/Club details.
3. When setting up a social media platform connected with any club or individual team within the club, an administrator should be appointed as someone who will check on the status of posts and comments.
4. 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.

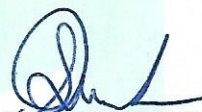
What happens if you breach this Code of Conduct?

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the Gembrook Cockatoo Football Netball Club along with any breaches reported to the relevant authorities.

Authorisation



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