
AFL OUTER EAST

CHILD SAFETY OFFICER

HANDBOOK



Child Safe Standards Policy



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Policies can be established or altered only by the Board:



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AFL OUTER EAST & AFFILIATES CHILD SAFE POLICY

AFL OUTER EAST & AFFILIATES Child Safe Code of Conduct

AFL Outer East (Template) Recruitment Policy

AFL Outer East & Affiliates Incident Reporting Procedure Incident Report

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2. Introduction

This Handbook has been created for the Child Safety Officer (CSO) at AFL Outer East affiliated clubs and associations, and other club personnel such as presidents and secretaries.

It has been compiled to serve the purpose of a central reference point for any doubt over matters of child safety, and to assist CSO's with understanding their responsibilities, obligations and duties in their role.

3. Background

In April 2012, the Victorian government initiated an inquiry into the handling of child abuse allegations within religious and other non-government organisations. The inquiry's final report, Betrayal of Trust, made a number of recommendations that have been acted on by the Victorian Government. The creation of Child Safe Standards (the Standards) was one of the key recommendations.

From 1 January 2017, the Child Safe Standards will apply to sporting organisations that operate and provide sporting services to children within Victoria (including National Sporting Organisations). The Standards apply to organisations as a whole, not only the areas that work with children. The standards are flexible and principle-based initiatives to increase the safety of all children within the organisation.

The Standards apply to all personnel in an organisation. This includes:

- Commissioners / Committee Members
- All paid staff (RGM, Executive, Employees)
- All Volunteers (Coaches, officials, administrators, scorers etc)
- All students on placement
- Any contractors the organisation engages

In response to the introduction of these standards, the AFL Outer East (AFL OUTER EAST) and all of its affiliated clubs must implement a number of measures to ensure compliance and to instil a culture of child safety into the organisation. This handbook is designed to outline the Standards, what should be done to make your club a child safe organisation, and what the role of Child Safety Officer (CSO) will involve.

Child safety is not an add-on or one-off exercise. It is a legal requirement that the organisation will need to be compliant with as of 1 January 2017. Having policies and procedures in place is not enough - it's about creating a culture and environment within sport that is supportive and protective of children. 4



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4. Changes to Legislation – effective 1 August 2017

As of the **1 August 2017** Amendments based on The Royal Commission into Institutional Responses to Child Sexual Abuse made several recommendations aimed at strengthening the protection children receive through Working with Children Checks.

The following amendments to the Act implement these recommendations;

1. Expand the definition of 'direct contact' in the Act. The definition of direct contact now includes oral, written or electronic communication as well as face-to-face and physical contact.
2. Remove references to 'supervision' from the Act. This means that even if a person's contact with children as part of their child-related work is supervised by another person, they will still need to apply for a Working with Children Check (Check).
3. Create a new occupational category of 'child-related work', known as 'kinship care'. Family members or other persons of significance caring for a child placed by Child Protection under the Children, Youth and Families Act 2005 are required to obtain a Check.
4. Ensure that non-conviction charges (charges that have been finally dealt with other than by a conviction or finding of guilt) for serious sexual, violent or drug offences are considered as part of Check assessments and re-assessments.
5. Enable the Secretary to the Department of Justice and Regulation to compel the production of certain information for the purposes of compliance monitoring.



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5. Club Checklist – Child Safety Standards

- Nominate a Child Safety Officer who will need: (WWC) check acquired**
- online training module Child Protection completed
- both certifications uploaded to Everproof
- Registered as CSO with AFL OUTER EAST
- Registered as CSO on Everproof and Sporting Pulse

Create a Mission Statement in relation to child safety

- Adopt a Child Safety Policy (AFL OUTER EAST provided)
- Adopt a Code of Conduct (AFL OUTER EAST provided)
- Create Minimum Standards for recruitment (AFL OUTER EAST provided)
- Educate your club on their responsibilities, rights and risks, including:
 - Club officials
 - Coaches
 - Trainers
 - Players
 - Parents
- Establish and communicate an Incident Reporting Procedure (AFL OUTER EAST reporting provided)
- Conduct risk assessments regularly to identify potentially dangerous situations, address weaknesses before they are exploited, and form response plans for situations that may arise
- Find initiatives to “empower” kids and give them a voice in their team and their club
- Ensure your policies and information is accessible by all parties within the club, including parents
- Include Child Safety report section in Annual Reports and committee meetings
- Ensure all officials, coaches and trainers take ownership of Everproof accounts and upload their relevant qualifications and Working With Children Checks
- Assess club facilities and equipment – are they well maintained? Could any pose a risk to children or others?

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6. Mission Statement

“To provide kids a safe, supportive and inclusive environment which develops, promotes and encourages participation in Australian Rules Football.” – AFL OUTER EAST Mission Statement

7. The Seven Standards for Child Safety

The Standards as defined by VicSport:

1. Strategies to embed an organisational **culture of child safety**, including through effective leadership arrangements;
2. A **child safe policy** or statement of commitment to child safety;
3. A **code of conduct** that establishes clear expectations for appropriate behaviour with children
4. Screening, supervision, training and other **human resources practices** that reduce the risk of child abuse by new and existing personnel;
5. Processes for **responding to and reporting** suspected child abuse;
6. Strategies to **identify and reduce or remove risks** of child abuse; and
7. Strategies to promote the **participation and empowerment of children**

Each of the Standards must also be understood and applied in the context of:

- The cultural safety of Aboriginal children;
- The cultural safety of children from a culturally and/or linguistically diverse background; and
- The safety of children with a disability

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8. Defining Child Safety

When considering the issue of child abuse, most will automatically think of the extreme cases – sexual abuse or physical violence. While these are the worst cases, they are not the only actions that are counted under the term.

It is important to remember that child abuse can be present in other ways, such as bullying, inappropriate behaviour, or inappropriate communication.

Negligence can also be counted as child abuse. For example, leaving one child alone after training while they wait for their parents, or poorly maintained facilities or equipment, can lead to the injury of a child under your care.

Do not limit your awareness of this issue to the extreme cases. Remember to consider ALL forms of child abuse as you seek to make your club safer.

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9. Child Safety Officers (CSO's)

As of January 2017, all clubs must have a nominated CSO. The role is intended to give players, clubs and parents a known point of contact for matters regarding child safety, and to give clubs a liaison for training and information regarding the issue. 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.

It is hoped, however, that CSO's will be proactively seeking to make their club safer for the kids in as many ways as they can.

10. So where do I start?

To begin with, make sure you understand the issue you will be dealing with. Take a look at the policies and templates used and provided by the AFL OUTER EAST, and spend some time with the training resources intended to help you. In particular, complete some of the online Australian Sports Commission training modules, which can be found through the Training Hub (see "Child Protection Training Course").

Once you have read this handbook, it is the CSO's responsibility to get your club up to the standards that this new legislation has set. You won't be expected to do this alone, and you will have plenty of support from the AFL OUTER EAST and from other sources.

11. What are the requirements of being a CSO?

The AFL OUTER EAST will require you to undertake certain training, in the form of online modules and information sessions, the details of which will be provided to you when you nominate as CSO. This training will ensure you understand what to do if someone reports an incident to you, and what kind of problems to look out for. In order to be accepted as the CSO for your club, you must supply the certificate of completion for all requested online modules, and a valid Working With Children check.

12. What are my responsibilities?

To ensure your club is compliant with the new legislation, you need to:

- Adopt a Child Safety mission statement
- Adopt a Child Safety Policy
- Adopt a Code of Conduct
- Adopt a Recruitment Policy
- Train and educate your club personnel, players and parents about these issues and standards
- Create an Incident Reporting Procedure
- Run risk assessments on the club
- Implement some initiatives to empower children at your club

Each of these steps will be addressed in more detail later in the document. In addition to these, you should familiarise yourself with the process for applying for a WWC check, so you can assist others from your club in getting theirs (this is addressed below).

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13. Working With Children Checks – Who Needs One

The list of personnel requiring a WWC check includes:

- Coaches
- Assistant Coaches
- Trainers
- Runners
- Team Managers
- Coaching Coordinator
- Club Volunteer
- Child Safety Officer
- President, Secretary, Board members and Committee members
- Any person at the club that does not have children at the club ie senior players helping with training
- Umpire Escorts are not currently required to have a WWC, however it is highly recommended that they do. This may be reviewed at the end of 2017.



14. Working With Children Checks – Applying for a Check

When a member of your club is applying for their WWC, they need to complete the first part of the application online at www.workingwithchildren.vic.gov.au. They will need to complete the online application portion, after which an email will be sent to the applicant.

They must then go to their nearest participating Australia Post outlet to finalise the application, and at this point their photo will be taken for the card (at no cost). It is important to note that if the applicant is a paid staff member of your organisation, they must get an employee check, not a volunteer check. If this is the case, they must also pay a small fee at this point of the application process.

Applicants will need to verify their identity during the process. They can do this during the online portion, or they can present three valid identification documents at Australia Post (a list is available on the WWC website). If they verify online, they must still have valid photo ID when finalising at Australia Post. Once they have received a receipt to say the process has started, they must return to the website and create a MyCheck Portal. Once they log in to this, they can click “Change My Details” and align themselves with the club by adding an organisation. They will need to add their club as “AFL OUTER EAST – Club Name” (eg “AFL OUTER EAST – Wandin”). Please ensure that all applicants list their club the same, as this assists us in grouping clubs together to check compliance. They can complete this part during the initial online application as well.

Note: applicants need to apply under organisational codes #42 and #70.

Working With Children Checks – Expiration and Non-Compliance

If a member of your club does not have a WWC and are required by the AFL OUTER EAST to have one, they **must not** perform duties at the club until they do. In many cases, it will be illegal for them to do so, and both the club and the individual can be liable. This is why it is so important for these checks to be completed and properly monitored. For this reason, the AFL OUTER EAST uses the Everproof system, which allows us to monitor the status of checks for all personnel, verify that they are legitimate, and be notified when one expires.



15. Working With Children Checks – Expiration and Non-Compliance

At club level, it is vital that you ensure all required personnel get their WWC prior to working, that they take ownership of an Everproof account linked to the club, and that they upload their check (and other relevant qualifications for their role) to Everproof as soon as possible. This is in the best interests of clubs, personnel, players and the AFL OUTER EAST as it allows a proper level of accountability.

Once a qualification expires, they **cannot continue to perform their duties** until they are reaccredited *and* proof of this is uploaded to Everproof. Personnel with qualifications close to their expiration will be notified by Everproof via email, and it is their duty to ensure they renew those qualifications before expiry. To help you stay on top of this, it is recommended you ask to have administration access to the clubs Everproof account, allowing you to monitor the qualifications of all personnel and ensure they renew on time. It will also allow you to upload qualifications for those who are unable to.

To clarify, personnel are not considered compliant until they have a valid WWCC **and** have uploaded it to their Everproof account, connected to the club. They cannot perform the duties of their role without both parts of this requirement being fulfilled. The AFL OUTER EAST is able to see that the check is verified via Everproof, which is why this step is mandatory. Details on Everproof are explained later in this Handbook.

16. Working With Children Checks – Exemptions

The WWC check website lists several exemptions, including VIT registered teachers, police officers and anyone under the age of 18 themselves. Please note that for the purposes of working or volunteering at an AFL OUTER EAST club, **the only exemption that applies is if the person is under 18 years of age themselves.** As such, personnel who would normally fall under another exemption category must still obtain a WWC check to perform their role at the club.

The reasons for this include the accountability and control that the WWC check allows the AFL OUTER EAST in terms of monitoring the validity of club personnel's accreditations and being notified of a change in their status. Additionally, it is a safety measure that the AFL OUTER EAST has decided to implement to maximise the protection of the children who play football in the league, which is what the AFL OUTER EAST (and its clubs) are legally obligated to do under this new legislation.

While some volunteers may be unhappy with the decision, remind them that this is in response to legal requirements and that the safety of the children is the undisputed top priority. Ensuring an extra level of protection for them far outweighs any inconvenience to an individual incurred by obtaining a WWC check.



17. Working With Children Checks – Negative Notices

If a person applies for a Working With Children Check, they will either pass all background checks and receive their card, or the checks may find something that prevents them from being issued a WWCC. In such cases, they are issued either a Negative Notice or an Interim Negative Notice. If this occurs, follow the walkthrough below.

Important things to remember if your club receives a notice from the Department of Justice and Regulation:

- The letter you receive is confidential and should only be read by yourself and not be shared with others. Sharing personal information with others is an offence against the Department of Justice and Regulation.
- The letter you receive will also be received by AFL OUTER EAST. This will only occur if the person has nominated AFL OUTER EAST as an employer.
- The letter you receive may be the following, interim negative notice, negative notice or withdrawal notice
- Ensure the letter is filed or stored away in a secure area where no one else can gain access
- It is not your responsibility to question or assume guilt of the person in question
- The ruling given when checking status in step 1 is non-negotiable, and is not our decision – we do not answer questions as to why they must stop, beyond stating that it is due to the negative or interim negative notice
- If you are unsure what to do, contact AFL OUTER EAST CSO's for assistance



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Step 1: **Check status of application**

Go to WWCC site and perform a check on the negative notice received application. Once you enter the required details (card number and surname, both of which will be on the letter), the system will tell you whether or not the person must be removed from work in the meantime.

If you are not confident or have questions, call the Department of Justice at this point, BEFORE contacting anyone else. Should they contact the League CSO too for assistance? We are likely to have the same letter.

If the information you receive from the Departments site tells you that the person in question cannot work with children, you must ensure this person cannot work with children at your club. Please follow the steps below if the Departments website informs you the person in question cannot work with children.

Step 2: **Contact the club Child Safety Officer at the AFL OUTER EAST**

You must contact the CSO of the AFL OUTER EAST to ensure they are aware of this notice, in case they have not received a letter. You must not divulge any information to other staff members besides the CSO.

Currently, the AFL OUTER EAST CSO is **Kelly Stokes** - Inform the CSO if the individual is required to stand down from duties or reassigned.

Inform them that you will contact the individual to inform them of the situation.

Step 3: **Contact the individual to notify them**

- Do not issue a "Please Explain" or similar – you are required to notify, not investigate
- Do not make accusations or inferences about the individual – there can be a range of reasons that may trigger this notice.
- Direct them to contact the Department of Justice regarding the issue
- Do not give extra information to the individual – anything beyond "we have received this notice and you are unable to continue your duties at this time" is not your place to say

Step 4: **Follow up with the club to ensure the individual has ceased work, if required**

- Confirm, prior to next training/game, that the individual will not be present



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18. What if someone else is going to take over as CSO?

If the CSO role is changing hands at your club, you **must** tell the AFL OUTER EAST at least a week before the new CSO begins their duties. This allows us time to confirm the new CSO is compliant with the requirements for the role, update our contact sheets, and ensure that the new CSO has everything they need to perform their duties. You must also ensure that any online registries where you are listed as CSO (such as Everproof or Sporting Pulse) are updated to reflect the change.

Policies can be established or altered only by the Board:



19. Child Protection Training Course

As the CSO for your club, you are required to not only have your Working With Children Check, but also to complete an online training module. This module is an educational resource from the Australian Sports Commission, and provides a great foundation of understanding for a child safety role. The module takes around 45 minutes to complete, but it can be completed in multiple sittings.

To access this module, you should:

- Go to www.learning.ausport.gov.au
- Create an account and sign in
- Click on Learning Resources
- Enrol in the “Child Protection Training” module. You will find it on the second page of Learning Resources
- Enrolling should take you directly to the beginning of the module. If it does not, you can access it by the link that is immediately emailed to you, or by clicking the number net to your profile icon. Doing so will take you to an inbox, with a direct link waiting for you in a message.
- Complete the training module. Make sure you save your certificate of completion.
- Upload your certificate of completion to your Everproof account (Everproof instructions are below). Make sure you use the Document Title “Child Protection Training”, and list the expiry as 2 years from the date of issue.

It is recommended that you go over the case studies that are part of this module with your club committee, to see how they respond to each situation. Doing so will allow you to consider situations that show the complicated nature of child safety issues before one actually arises.



20. Everproof

Everproof is an online accreditation storage platform, which allows users to upload their qualifications, certificates and licenses and make them visible to organisations for whom they work or volunteer. For organisations such as the AFL OUTER EAST, this is an easy way to verify and monitor the status of the accreditations their volunteers are required to have.

Everproof has the added benefit of automatically verifying the validity of some accreditations, such as the Working With Children Check, at regular intervals. Everproof will also notify the league, club and individual when someone's qualification is going to expire.

It is required that all staff and volunteers at your club are allocated an Everproof account. This can be done by anyone who has administrator access to the club's account.

Once they activate their account, they can upload their qualifications, and once all are uploaded correctly, they will show as compliant for their job. However, there are a few extra steps that the club needs to do for them - clubs will need to assign all personnel to a role, and assign all personnel to a "group" representing the team with which they work (see below for more information).

If you find that you or another member of your club is having difficulty with Everproof, they have a YouTube channel with a series of quick, simple tutorial videos for various tasks, such as allocating roles, allocating to groups or uploading qualifications. There is a link to this channel from the Child Safety Training Hub.

Everproof Troubleshooting Guide

If one of your personnel has uploaded all of their required qualifications and yet still shows as non-compliant, double-check the following:

Ensure the persons name is spelt correctly on both their Everproof account and the uploaded documents. This is especially important for auto-verifying documents (eg Working With Children Check) as the document may not verify if the names do not match on both. Also ensure the first and last name are entered the correct way around on both.

Ensure the correct document number is entered, and there are no typos. To continue the example of a WWCC, the document number will be 8 digits, followed by -01 or similar. Eg, 02245533-01. The receipt number, or the reference number received after doing the online application, will not trigger verification or compliance. Note that for WWCC's, the correct number will be emailed to you as



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soon as you have completed requirements at the post office - you should not have to wait for the card.

Ensure document title is correct. Everproof compliance requirements work on the basis that your uploaded qualifications match our set requirements exactly. Ensure that when you upload a qualification, allow the system to find the document in the drop-down menu as you type. Clicking on the corresponding entry from this drop-down menu will help minimise issues where entries do not match. To further help this, ensure the document title is written as stated on the document.

As an example, entering "Level One Coaching" will not mark you as compliant for "AFL Coaching Accreditation - Level 1" even though the certificate may be valid.

Ensure expiry is entered and accurate. This may not apply to some documents, such as a registration with the Australian Health Practitioner Regulation Agency, however many others need to be checked by Everproof to show they are not expired qualifications. Entering this data properly will also allow Everproof to remind you in time if something you need to have is going to expire soon.

Ensure all personnel are allocated to the correct role. Compliance has been set for the roles that your personnel should be allocated to. If their role is written differently, it will affect their compliance status. Currently, roles should be set as:

- Junior Coach (U8-U12)
- Youth Coach (13+)
- Senior Coach

- Trainer (U8-U12)
- Trainer (13+)
- Senior Trainer

- Club Volunteer
- Team Manager
- Runner
- Canteen Manager
- Committee Member

Note that for trainers and coaches, the age specification is important as there are different requirements at different age levels. Please do not include age groups in the role title for other roles (eg. "Team Manager under 10 Blue" will not work correctly). Make sure the roles you allocate match these titles. 13

Ensure personnel are allocated to the correct group. Note that their group is different from their role. Allocating to groups is how you group an individual team's staff together. For example, an Under 10 team would have coaching staff, trainers, a team manager and a runner, as well as possibly a club volunteer. Your groups should already be present in Everproof, as their staff have done this for you - you simply need to allocate your personnel to those groups.

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Where possible, attach a copy of the document when uploading. This is usually not required, however having the document attached can often allow us to spot minor errors that are preventing compliance from triggering, and fix them accordingly. It also allows us to verify documents that do not automatically do so.

To help you ensure your personnel have addressed all their required criteria for their positions, below is a list outlining the minimum requirements for each role.

Coach:

Junior Coach (U8-U12) AFL Coaching Accreditation – Level 1 Junior Coach (or higher)

Youth Coach (13+) AFL Coaching Accreditation – Level 1 Youth Coach

Working With Children Check

TRAINER:

Level 1 Sports Trainers

AFL Emergency Response Coordinator (13+ only)

Provide First Aid – HLTAID003

Provide Cardiopulmonary Resuscitation – HLTAID001

Note that CPR accreditation expires after 1 year, even when attained under another qualification, and as such this must be listed separately with an accurate expiry date.

There are often cases where trainers may hold qualifications that are higher than these minimums. As a guideline, "Medical practitioners can act as a trainer provided they are in a current clinical practice and registered with the Australian Health Practitioner Regulation Agency". If a trainer meets this criteria, they can upload their AHPRA registration to Everproof to tick off some of their requirements. In a similar vein, the "Level 1 Sports Trainer" course will count as equivalent for certain requirements. If a trainer has qualifications that fall outside those listed above, which they believe are beyond those required, contact the league and it may be considered on a case by case basis.



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21. The 7 Standards –What do we need to do A CLUB OR ASSOCIATION?

22. Standard 1 - Mission Statement

As a club/committee, you will need to come up with a dedicated mission statement for your child safety standards. It should reflect what you aim to achieve with the measures you're implementing, and show your dedication to these issues. A template hasn't been provided, as this should be a reflection of your club. However, clubs can use the AFL OUTER EAST mission statement at the front of this handbook as a guide.

23. Standard 2 & 3 - Child Safety Policy and Code of Conduct

These are two important and fairly formal documents that clubs will be required to have from now on. The Policy should be something you can refer to for clarification or issue resolution, and should comprehensively cover your club's stance on the issue – what isn't tolerated, what will happen if an incident occurs etc.

The Code of Conduct is a document that should outline how you expect staff, volunteers, players and parents to behave, and should be more easily digestible. Given the weight of these documents and their formal nature, the AFL OUTER EAST has provided templates that can be used as minimum standards.

24. Standard 4 – Recruitment

You'll need to create a policy that promotes good recruitment practices within your club. This can apply to volunteers, coaches, and club personnel. This document is to ensure that you cast a critical eye over how your club recruits people, and whether that process is adequate enough to screen out people who may be a threat to the kids at your club.

Ensuring that your club has quality personnel, committed to keeping the kids safe, is a crucial part of building a child safe culture in your club.

Your policy doesn't have to be as extensive as the Child Safety Policy. The idea is to set out some minimum standards to follow during the hiring process. These might include things like ensuring the candidate has a WWC check before hiring them, or you might decide that all prospective coaches need to run a supervised trial session before they are given the job so that you can assess their approach.

The most important thing is that the policy you put in place is something you can enforce and adhere to, and that it helps you ensure good people get the roles at your club.

The AFL OUTER EAST policy is provided in the appendices for reference, however yours will likely be different due to the different nature of the roles involved and the immediate proximity to the kids. Make sure your end document matches the needs of the club.

Policies can be established or altered only by the Board:



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25. Standard 4 - Training

It is a requirement under the Standards that organisations, including clubs, seek to train and educate those within the club about the issue and the steps you are taking to address them. As such, you'll need to come up with ways to teach several groups of people – club personnel, parents, and the players themselves. For club personnel, particularly key members such as presidents, secretaries and the board, it is a good idea to hold meetings to address the standards in depth, and explain the policies and requirements to them.

Ensure that they understand these steps are in response to government legislation, and it is in their best interests to make child safety a central part of their club culture. For parents, you should give a brief overview of what's being put in place.

Explain that the club is taking 15 steps to ensure the safety of their kids. This can be a simple letter handed out at training, for example. They don't need all the little details, but they should be aware of the changes you are making. The difficult part is explaining to the kids, without scaring them or confusing them, that they should speak up if something is wrong, and who to speak to. Be careful how you approach this, but it is still important to let them know they have the right to a safe environment and to be able to enjoy themselves at footy.

26. Standard 5 - Incidents and Reporting

This section is one of the most crucial for you to understand in the role of CSO. Whilst the point of these Standards is to try and prevent any issues taking place, some may still occur and it is vital that they are handled properly. As a CSO, you will likely be the first point of contact within your club should something happen. The AFL OUTER EAST reporting procedure is in the appendices of this handbook. Your club reporting procedure should reflect the same process, so there is no confusion as to which one should be followed. However, you may find it beneficial to have an easy to read, readily accessible summary of the process, so that any player or parent who does not have training in child safety is able to find the right person to contact easily.

It is important to note that if you, or any other adult at the club, has reasonable grounds to suspect that a child is in immediate or serious danger, you have a legal obligation to report it to the police or to the relevant government authority. This is particularly important in the cases of sexual abuse:

- **Failure to disclose:** *Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.*
- **Failure to protect:** *People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.*

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If a child comes to confide in you regarding an incident, it is vital you handle the situation appropriately. Make sure you:

- **DO:** Remain calm. While hearing of an incident will likely invoke strong emotional reactions, getting angry or distressed will make this harder for the child.
- Listen carefully to what they tell you
- Reassure the child you believe them
- Reassure the child it was not their fault
- Reassure them they did the right thing by speaking up
- Let them know you will report this so that the abuse can stop
- Record the incident in the child's own words as soon as possible after the disclosure
- Report the incident
- Ensure disclosure is properly and accurately recorded and stored.
- **DO NOT:** Make promises you can't keep, such as that you will not tell anyone
- Push the child for details – your job is to listen, not investigate
- Ask leading questions – instead use phrases like “Then what happened?”
- Discuss what you have been told with others who are not directly involved with helping the child
- Leave the child alone in a distressed state – if they are comfortable in your care, stay with them

27. Standard 6 – Risk

It is important to identify some of the risks that may be at your club, so you can begin to plan how you might deal with these situations should they arise. Examine a regular week at the club, and identify times or situations that might have higher risk of a potential issue.

Think up some scenarios that might occur, and try to work out how you would respond to them. As you go through this process, you may find areas of the club or its actions that you need to change in the interests of safety or better supervision.

Make sure you revisit these risk assessments regularly, as new situations will arise or change regularly. Always try to be a step ahead, to see what might happen before it does, so you can know how to prevent it, or deal with it.



Child Safe Standards Policy



28. Standard 7 – Empowerment

Empowerment is about the emotional reaction each child has due to their time at the club. It is about building belief, confidence and identity through their sport, and much of this is reliant on how adult figures at the club interact with them.

Small gestures or comments can carry far more weight than intended, and this works in both positive and negative ways. For example, an offhand comment from a frustrated coach about a players' inability to perform a skill may cause the child to lose confidence, enjoy their footy less and even want to stop playing. It lowers the child's sense of self-worth, despite the coach not meaning anything by it.

On the other hand, praise for a child's progress builds their confidence and makes them feel valued. These are simple moments that we may not consider as adults, but they can make a difference to the kids.

Empowerment is also about helping the children to find their voice. By building a culture in which the players have opportunities to speak up, give input and be involved in decisions, it not only allows them to grow and build their confidence further, but it also means that should an incident ever occur, they are more willing to speak up because they know their voice will be heard and their grievance will be taken seriously.

It is recommended that as well as ensuring the kids know how to speak up if something is wrong, clubs should also seek other ways for them to have a say in their experience. A simple example could be having kids nominate stretches at the end of training, or in higher age groups, have a few players run a drill each night. Coaches are particularly important to this aspect of the standards, and can even bring empowerment through their feedback to kids by helping them think their way through it rather than directly telling them what to do.



Child Safe Standards Policy



29. Contact List

AFL Outer East		9735 5448
Aaron Bailey	Regional General Manager	0408 997 005
Kelly Stokes	Child Safety Officer (CSO)	0403 000 534
commission@aflyarranges.com		

The Department of Health & Human Services
(03) 9096 0000 Email: childsafestandards@dhhs.vic.gov.au
www.dhs.vic.gov.au

The Commission for Children and Young People
(03) 8601 5281 Email: childsafestandards@ccyp.vic.gov.au
www.ccyp.vic.gov.au

Vicsport
(03) 9698 8109 Email: tomd@vicsport.com.au www.vicsport.com.au/child-safe-standards 18

Policies can be established or altered only by the Board:



Child Safe Standards Policy



Child Safe Policy

Introduction

AFL Outer East is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

Everyone working at AFL Outer East 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 AFL Outer East.
2. To work towards an organisational culture of child safety.
3. To prevent child abuse within AFL Outer East.
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

AFL Outer East 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.

AFL Outer East has zero tolerance for child abuse. Everyone working at AFL Outer East 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 AFL Outer East, all employees, workers, contractors, stakeholders, and volunteers of the AFL Outer East community.

AFL Outer East will consider the opinions of children and use their opinions to develop child protection policies.

AFL Outer East supports and respects all children, staff and volunteers. AFL Outer East 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.

.....
 Anthony Mitchell
 Chairman
 27/11/2018
 AFL Outer East

Policies can be established or altered only by the Board:



Child Safe Standards Policy



Child Safe Policy - Procedures

RESPONSIBILITIES

The **Board** of AFL Outer East 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 AFL Outer East 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 AFL Outer East 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 AFL Yarra Range's 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.

Policies can be established or altered only by the Board:



Child Safe Standards Policy



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:

- (a) The child is in need of protection,
- (b) The child has suffered or is likely to suffer "significant harm as a result of physical injury",
- (c) 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.

Policies can be established or altered only by the Board:



Child Safe Standards Policy



Risk Management

AFL Outer East will ensure that child safety is a part of its overall risk management approach.

AFL Outer East is committed to identifying and managing risks at AFL Outer East and or affiliates including utilising Everproof to store certifications and online verifications of all adults working with children within AFL Outer East.

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

Policies can be established or altered only by the Board:



Child Safe Standards Policy



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 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?

Policies can be established or altered only by the Board:



Child Safe Standards Policy



Reporting

Reporting Procedure (Reporting Appendix Attached)

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.

Policies can be established or altered only by the Board:



Child Safe Standards Policy



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 (with pay, where applicable) 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. AFL Outer East 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 two years, 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

.....
Anthony Mitchell
Chairman
AFL Outer East
26/11/2017

Policies can be established or altered only by the Board:



Child Safe Standards Policy



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

Management, staff, stakeholders, volunteers and contractors at AFL Outer East 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 AFL Outer East 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 AFL Outer East; 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.

Policies can be established or altered only by the Board:



Child Safe Standards Policy



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 AFL Outer East along with any breaches reported to the relevant authorities.

Authorisation

.....
Anthony Mitchell
Chairman
26/11/2017
AFL Outer East

Policies can be established or altered only by the Board:



Child Safe Standards Policy



Recruitment Policy Appointment Details

Name: _____

Role Appointment: _____

Contact Number: _____

Email Address: _____

WWCC Number: _____

Copy of WWCC card and proof of alignment to be supplied.

Why I wish to work with children in football?

Any relevant history working/volunteering with children?

Reasons for leaving previous roles working with children?

- Referee 1 Name:
- Referee 1 Organisation:.....
- Referee 1 Role/Title: Referee 1 Contact Number:.....
- Referee 2 Name:
- Referee 2 Organisation:.....
- Referee 2 Role/Title: Referee 1 Contact Number:.....

Policies can be established or altered only by the Board:



Child Safe Standards Policy



AFL OUTER EAST INCIDENT REPORT

To be completed to report any allegation of abuse or safety concern involving the AFL OUTER EAST & OR AFFILIATES.

Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

If you believe a child is at immediate risk of abuse phone 000.

Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No Yes, Aboriginal Yes, Torres Strait Islander

Please categorise the incident

Physical violence	<input type="checkbox"/>
Sexual offence	<input type="checkbox"/>
Serious emotional or psychological abuse	<input type="checkbox"/>
Serious neglect	<input type="checkbox"/>

Please describe the incident

When did it take place?	
Who was involved?	
What did you see?	
Other information	

Policies can be established or altered only by the Board:



Child Safe Standards Policy



Parent/carer/child use

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

Child Safety Officer:

Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident ref. number:	

Has the incident been reported?

Child protection: DHS	
Police	
Another third party (please specify):	
AFL Outer East Child Safety Officer	

Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes No

**AFL OUTER EAST
CHILD SAFETY OFFICER
MRS KELLY STOKES
0403 000 534
commission@afloutereast.com**