

# Child Safety Policy

## CBJFC 2021



## CAULFIELD BEARS JUNIOR FOOTBALL CLUB (CBJFC)

### CHILD SAFE POLICY

**POLICY NAME:** Child Safe Policy

**DATE OF ISSUE:** Feb 2018

**POLICY COVERAGE:** This policy applies to all participants, parents, spectators, contractors, committee and other officials and coaches in connection with the events and activities of the Caulfield Bears Junior Football Club (CBJFC)

**DATE OF REVIEW:** Annually

**POLICY OWNER:** CBJFC Child Safety Officer (CSO)

**POLICY APPROVER:** CBJFC Committee

**DATE OF APPROVAL:** February 2021

**DATE OF NEXT REVIEW:** February 2022

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## 1. INTRODUCTION

- 1.1. CBJFC is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. CBJFC supports and respects children, young people, staff, volunteers and participants.
- 1.2. The aim of CBJFC's Child Safe Policy (the **Policy**) is to protect the safety of children in our care and prevent abuse from occurring, and in the event that allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion.
- 1.3. Should a person wish to make any enquiries in relation to this Policy, please contact the President or the Child Safety Officer of CBJFC (whose contact details are available at [caulfieldbears.com.au](http://caulfieldbears.com.au))

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## 2. POLICY STATEMENT

- 2.1. CBJFC is committed to providing a quality membership service. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of members, particularly children and delivering the CBJFC's activities while acting in the best interests of children in the sport.
- 2.2. Specifically, CBJFC considers that the health, safety and well-being of children take priority over all other competing considerations. CBJFC considers that this is necessary to ensure the health, safety and welfare of all members and protect the image and reputation of the sport and CBJFC.
- 2.3. CBJFC has a zero tolerance approach to child abuse and is committed to promoting and protecting children from abuse and neglect to the greatest extent possible. All children have equal rights to protection from child abuse, regardless of their sex, religion, disability or sexual orientation etc.
- 2.4. Child protection is a shared responsibility between CBJFC, its employees, workers, contractors, associates, parents/guardians, coaches, spectators, volunteers and members of the CBJFC community. Everyone that participates in CBJFC's activities is responsible for the care and protection of children, and reporting information about child abuse.
- 2.5. CBJFC supports the active participation of all children. It listens to their views, respects their views and involves them when making decisions, where appropriate, especially about matters that will directly affect them (including their safety).
- 2.6. CBJFC is also 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.
- 2.7. CBJFC promotes fairness and consideration for all staff, volunteers and participants.

## 3. SCOPE

- 3.1. This Policy applies to participants, parents, spectators, contractors, officials, coaches, umpires and staff throughout all CBJFC events and activities.
- 3.2. This Policy will continue to apply retrospectively to a person following the cessation of their association or employment with CBJFC.

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## 4. RELATED DOCUMENTS AND LEGISLATIVE REQUIREMENTS

- 4.1. This Policy must be read in conjunction with:
  - 4.1.1. the law of the Commonwealth and Victoria including but not limited to:
    - 4.1.1.1. Children, Youth and Families Act 2005 (Vic)
    - 4.1.1.2. Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
    - 4.1.1.3. Crimes Act 1958 (Vic); and
    - 4.1.1.4. Working with Children Act 2005 (Vic)
  - 4.1.2. CBJFC policies and procedures

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## 5. DEFINITIONS

- 5.1. **Child** means a person involved in the activities of CBJFC (including players) and under the age of 18 years unless otherwise stated under the law applicable to the child.
- 5.2. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.
- 5.3. **Sexual offence** means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child to, or involves a child in, sexual activity or matters beyond his or her understanding or contrary to accepted community standards. Sexually offensive 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 includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child (or the child's carer, family or supervisor) to lower the child's inhibitions and prepare them for engagement in a sexual offence.
- 5.4. **Mandatory reporter** means a person who is legally required to make a report to the Department of Human Services or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes teachers, principals, registered psychologists, nurses, doctors and midwives.
- 5.5. **Direct Contact** includes oral, written or electronic communication, as well as face-to-face and physical contact.

## 6. RECOGNISING AND REPORTING CHILD ABUSE

- 6.1. A person may, in the course of participating in the sport or other activities of CBJFC or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.
- 6.2. If a person is concerned about an immediate risk to a child's safety, the person must phone "000" as soon as practicable.
- 6.3. Child abuse can be divided into four categories:
  - 6.3.1. **Physical abuse:** occurs when a child has suffered, or is likely to suffer, significant harm as a result of a physical injury, such as a non-accidental physical injury.
  - 6.3.2. **Sexual abuse:** occurs when a child has suffered, or is likely to suffer, significant harm as a result of sexual abuse, such as when a child is exploited, or used by another for his or her sexual gratification or sexual arousal, or for that of others.
  - 6.3.3. **Emotional and psychological abuse:** occurs when a child has suffered, or is likely to suffer, emotional or psychological harm of such a kind that the child's emotional or intellectual development is or is likely to be significantly damaged; and
  - 6.3.4. **Neglect:** occurs when a child's physical development or health has been, or is likely to be significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.
- 6.4. Child abuse includes any action that results in actual or potential harm to a child, in circumstances where the child's parents have not protected, or are unlikely to protect, the child.
- 6.5. Mandatory Reporters
  - 6.5.1. Select classes of people in the community (including teachers, nurses and doctors) are required by law to report to the Child Protection Unit of the Department of Health and Human Services (DHHS) where they have formed a belief, on reasonable grounds, that a child is in need of protection because they have suffered (or are likely to suffer) significant harm due to physical or sexual abuse.
  - 6.5.2. This report must be made as soon as practicable, and after each occasion where he or she becomes aware of further reasonable grounds for the belief.
- 6.6. Reasonable grounds for belief
  - 6.6.1. A reasonable belief is formed if a reasonable person believes that:
    - 6.6.1.1. the child is in need of protection;
    - 6.6.1.2. the child has suffered or is likely to suffer significant harm as a result of physical or sexual injury; and
    - 6.6.1.3. the child's parents are unable or unwilling to protect the child.
  - 6.6.2. To form a reasonable belief, you should consider and objectively assess all the relevant facts, such as 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.
  - 6.6.3. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.
  - 6.6.4. You will have reasonable grounds to notify if:
    - 6.6.4.1. a child states that they have been physically or sexually abused;
    - 6.6.4.2. a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
    - 6.6.4.3. someone who knows a child states that the child has been physically or sexually abused;
    - 6.6.4.4. 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; or
    - 6.6.4.5. signs of abuse lead to a belief that the child has been physically or sexually abused.
- 6.7. Voluntary Reporters
  - 6.7.1. In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a child is in need of protection from any form of child abuse, may disclose that information to the Police or DHHS.
- 6.8. Reporting Child Sexual Abuse
  - 6.8.1. If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (of or over the age of 18 years), the person has a legal obligation to disclose that information to the Police as soon as it is practicable. Individuals who fail to comply with this obligation under the Crimes Act 1958 (Vic) may be subject to a penalty of 3 years imprisonment.
- 6.9. CBJFC Approach to Reports of Abuse
  - 6.9.1. CBJFC supports and encourages a person to make a report to the Police or DHHS if they form a belief on reasonable grounds that a child is in need of protection, or they are concerned about the safety, health or wellbeing of a child.
  - 6.9.2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or discretionary) will be supported by CBJFC, and will not be penalised by CBJFC for making the report.
  - 6.9.3. If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child, they may speak to the CBJFC Child Safety Officer or President of the CBJFC Committee for guidance and information. If in doubt, ask for assistance.

- 6.9.4. If an allegation is made against a member of staff or volunteer, CBJFC will follow the reporting procedure outlined in its Child Safety Incident Reporting Procedure and take all steps to ensure that the safety of the child is paramount. An initial step will involve the withdrawal of the accused person from active duty, which could entail standing down, reassignment to a role without direct contact with children, working under closer supervision during an investigation, working from home, or any other measures deemed appropriate depending on the seriousness of the allegation.
- 6.9.5. CBJFC will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential manner to the greatest extent possible.
- 6.9.6. CBJFC will cooperate with the directions of the Police and/or DHHS in relation to any investigation conducted by these authorities.
- 6.9.7. CBJFC will keep a register of any allegations regarding inappropriate conduct.

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## **7. ROLES AND RESPONSIBILITIES OF PERSONNEL PROTECTING CHILDREN**

- 7.1. Personnel involved in protecting children include the Committee, management, staff and volunteers of CBJFC. Those people have responsibilities in relation to protection of children and are expected to:
  - 7.1.1. understand the rights of children, as appropriate to their role;
  - 7.1.2. respect the cultural and religious practices of families who access CBJFC's services, programs or events;
  - 7.1.3. understand and appropriately respond to the needs of children with developmental delays or disabilities;
  - 7.1.4. appropriately act on any concerns raised by children;
  - 7.1.5. understand the definitions, indicators and impact of child abuse;
  - 7.1.6. know and follow regulations in relation to the care of children;
  - 7.1.7. co-operate with police and/or other formal investigations to the best of their ability; and
  - 7.1.8. not harm or exploit children who access CBJFC's services.

## **8. CHILD SAFE AND CHILD FRIENDLY GUIDELINES TO PREVENT AND MANAGE RISKS OF CHILD ABUSE**

- 8.1. Change Rooms
  - 8.1.1. If possible, adult officials, regardless of gender, should only enter change rooms if accompanied by another adult. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.
- 8.2. Hotel rooms and other accommodation
  - 8.2.1. No official should be alone in the room of a player without the presence of another adult. The doors should always be open. Should it be necessary for an official to be alone in the room of a player, the Team Manager or other responsible official must be informed. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.
- 8.3. Travel – General
  - 8.3.1. All volunteers over 18 years of age retain an overriding responsibility for the welfare of all players they accompany during team travel activities. They have a 'duty of care' for players and they must meet that duty and avoid unaccompanied and unobserved activities with persons less than 18 years of age wherever possible. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.
- 8.4. Sexual Relationships
  - 8.4.1. During all team activities officials must not, under any circumstances engage in conduct of a sexual nature with an player. Improper conduct of a sexual nature by an official towards an player includes any form of child sexual abuse (defined within the SMJFL Member Protection Policy) as well as but not limited to the following:
    - 8.4.1.1. inappropriate conversations of a sexual nature;
    - 8.4.1.2. obscene language of a sexual nature;
    - 8.4.1.3. suggestive remarks or actions;
    - 8.4.1.4. jokes of a sexual nature;
    - 8.4.1.5. obscene gestures;
    - 8.4.1.6. unwarranted and inappropriate touching;
    - 8.4.1.7. sexual exhibitionism;
    - 8.4.1.8. use of any device to show/watch offensive material; and
    - 8.4.1.9. any other action that could lead to an player being physically, emotionally or psychologically harmed.
- 8.5. Adults under investigation
  - 8.5.1. Adults under investigation in relation to a matter involving child abuse, or any matter which has the potential to jeopardise their Working With Children Check (WWCC) (or if based in another State the equivalent requirement) status may be prohibited, by the CBJFC Committee, from participating in CBJFC activities.

## 8.6. Coach and Volunteer Assistance

8.6.1. All coaches and volunteers must ensure that all physical contact with players which occurs when coaching and/or volunteering is appropriate for the situation and necessary for the player's safety. It is strongly recommended that:

8.6.1.1. Coaches and volunteers ensure that there are other adults present whenever coaching and/or training;

8.6.1.2. Coaches and volunteers take care to explain the procedure to the child prior to beginning any physical contact.

## 8.7. Social Media and Similar online communication

8.7.1. The CBJFC Child Safety Policy applies in relation to all activities of the CBJFC that involve children and young people including activities and interactions that take place via social media or other electronic means.

8.7.2. Coaches of team in age groups of U13 and older may elect to establish a group using WhatsApp application for the purpose of communicating to players. Such groups must be setup using the following procedure:

8.7.2.1 The coach sets up the group and is the only administrator;

8.7.2.2 The coach must add at least 3 other adults - including the assistant coach, trainer, team manager (all 3 as mandatory minimum) and any others as appropriate (eg runner);

8.7.2.3 The sends email to parents informing of the group - with the following text:

- a. Joining the group is optional and match day and other critical information (eg rosters) will still be sent out via email (or TeamStuff) to players and parents.
- b. The group is intended for players but parents are welcome to join and adults such as the coach, assistant coach, trainer and TM will be members of the group.
- c. Parents (and only parents) are to provide explicit consent including the mobile numbers of players/kids (and/or parent if the parent also wants to join) to the coach for the coach to add to the group (i.e. the mobile number must come from parent and can't join via link or QR code, and the player and/or parent must be expressly added to the group by the coach).
- d. CBJFC Code of Conduct and Child Safety Policy applies to all chat messages including the following stipulation:
  - i. Noting that contact numbers cannot be blocked within a WhatsApp group chat, adult members are not to send individual messages to the players (which would be considered making "unauthorised contact with children and young people online or by phone")

ii. Such other stipulations as may be introduced by the CBJFC committee from time to time.

e. Inappropriate comments or bullying by anyone will result in removal from the group and/or possible disciplinary action in accordance with the CBJFC Code of Conduct and Child Safety Policy.

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## 9. ENGAGING NEW PERSONNEL

9.1. CBJFC undertakes a comprehensive recruitment and screening process for all staff and key volunteers which aims to:

9.1.1. promote and protect the safety of all children who participate in the activities of CBJFC;

9.1.2. identify and recruit the safest and most suitable candidates who share CBJFC's values and commitment to protect children; and

9.1.3. prevent a person from working at CBJFC if they pose an unacceptable risk to children.

9.2. CBJFC requires staff and key volunteers to pass the recruitment and screening process prior to commencing their engagement with CBJFC.

9.3. As part of the screening and recruitment process, an applicant must provide appropriate evidence (e.g. WWCC or other state equivalent and/or Police check) to show that they are not unsuitable to work with children and young people in a recreational setting.

9.3.1. all CBJFC staff and Committee members require a WWCC; and

9.3.2. the following key event personnel must have a valid WWCC:

9.3.2.1. those paid by CBJFC for their services;

9.3.2.2. volunteers who undertake the following positions – coach, assistant coach, trainer, team manager, runner, on-field volunteer umpire, umpire escort, goal and boundary assist umpires and those persons who regularly assist during training and have direct contact with children;

9.3.2.3. relevant contractors who may have unsupervised access to children; and

9.3.2.4. anyone else who CBJFC staff identify as requiring a WWCC due to the nature of the work that they are undertaking for CBJFC.

9.4. The type of evidence that an applicant is required to provide to CBJFC will vary depending on the type of position that they are applying for. However, an applicant will not be offered a position until they provide the required evidence to CBJFC.

9.5. CBJFC will exercise discretion and may require applicants to provide a Police check in accordance with the law and as appropriate, before they commence their engagement and during their time with CBJFC at regular intervals.

- 9.6. CBJFC will undertake reference checks prior to engaging any personnel for paid employment or for key volunteer roles.
- 9.7. Once engaged, CBJFC will provide staff and key volunteers with access to this policy and staff and key volunteers must review and acknowledge their understanding of this policy.
- 9.8. Should the WWCC of a person expire, that person must not continue to perform their duties until they regain a valid WWCC, and proof of such has been communicated to the CBJFC via Everproof or such other process as nominated by the CBJFC.
- 9.10 Key volunteers are those volunteers undertaking the role of coach, team manager, trainer or on-field volunteer umpire.

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## 10. SOCIAL MEDIA

- 10.1. Social Media platforms and other online environments are also subject to the terms of this policy.
- 10.2. Online bullying, harassment, abuse, humiliation, sexual comments or behaviour and other misconduct are all offences under this policy and subject to its terms.
- 10.3. Incidents of online or social media misconduct are also subject to the CBJFC Social Media Guidelines.

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## 11. RISK MANAGEMENT APPROACH

- 11.1. Child safety is a part of CBJFC's overall risk management approach.

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## 12. POLICY BREACHES

- 12.1. It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have done anything contrary to this policy. Any person who may breach this policy is subject to the AFL Victoria and Affiliated Members Member Protection Policy (2009).

## 13. POLICY PROMOTION

- 13.1. This policy will be made available to all members via email (upon request) and the CBJFC website.
- 13.2. This policy will be communicated to all staff, Committee, and Committee members via email and internal meetings.
- 13.3. References to this policy will be included in documentation provided to all team officials that represent CBJFC.

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## 14. REVIEW PROCESS

- 14.1. This policy will be reviewed by the CBJFC Committee on an annual basis.
- 14.2. If you would like to provide CBJFC with any feedback or suggestions to improve this policy, please contact the Child Safety Officer or the President of the CBJFC.
- 14.3. In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the Committee for consideration at any time. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, bulletin and other appropriate communication channels.