

This outlines a Child Safe Policy that complies with Section 8C of the Children's Protection Act 1993. This policy is adapted to reflect the size and nature of Modbury Soccer Club.



Modbury Soccer Club's Child Safe Policy

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1. Purpose

This policy was written to demonstrate the strong commitment of Modbury Soccer Club to child safety and establishing and maintaining child safe and child friendly environments.

2. Context

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm.

It complies with our obligations under the *Children's Protection Act 1993*, including:

- Section 8B – 8D – child safe environments and criminal history assessments for people working with children; and
- Section 11 – Mandatory reporting.

It also complies with the Child safe environments: Principles of good practice and Child safe environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued by the Chief Executive. (Section 8A, *Children's Protection Act 1993*).

3. Scope

This policy, from the date of endorsement, applies to all people involved in the organisation, including:

- employees (permanent and casual)
- volunteers
- contractors
- sub-contractors
- work experience students
- indirect service providers
- any other individual involved in this organisation

Note: In this policy, the term "employee" is intended to cover all persons occupying any position listed above

4. Commitment to child safety

All children who come to Modbury Soccer Club have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services and the welfare of the children in our care will always be our first priority. We aim to create a

child safe and child friendly environment where all children are valued and feel safe.

We have appointed a child safety officer as a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children in our organisation.

This policy was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

5. Children's participation

Modbury Soccer Club encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us. We teach children what they can do if they feel unsafe.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them.

We value diversity and do not tolerate any discriminatory practices.

6. Recruitment practices

Modbury Soccer Club takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees and volunteers. We interview and conduct referee checks on all employees.

We conduct criminal history assessment for people working with children, as set out in Section 8B of the *Children's Protection Act 1993*. Criminal history assessments are required for anyone within our organisation that:

- has regular contact with children and is not directly supervised at all times;
- works in close proximity to children on a regular basis and is not directly supervised at all times; or
 - supervises or manages persons who:
 - have regular contact with children or
 - work in close proximity to children on a regular basis; or
 - has access to sensitive records relating to children or young people.

Exemptions from this requirement may apply in some circumstances.

We ensure that criminal history information is dealt with in accordance with the Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children, issued pursuant to Section 8A, *Children's Protection Act 1993*.

7. Codes of Conduct

All members are made aware of, and must abide by the Club's Codes of Conduct. Our Codes of Conduct are ongoing in development, in collaboration with all our employees, volunteers, the children who use our services and their parents.

These include:-

- Player Code of Conduct - 2014
- Senior Players – Rules and Responsibilities – 2009
- Codes of Behaviour:
 - General Principles
 - Coaches
 - Administrators
 - Parents
 - Spectators.

8. Support for employees and volunteers

Modbury Soccer Club seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that employees/volunteers who work with children have ongoing supervision, support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment.

Strategies we have implemented include:

- All new employees undergo induction and receive a copy of our child safe policy and code of conduct
- All employees receive regular supervision sessions that include a focus on ongoing learning about child protection and other matters that affect children and young people
- A child safety officer has been appointed as a first point of contact for all child protection matters.

9. Reporting and responding to suspected child abuse and neglect

*Information about making appropriate reports of abuse or neglect is available from the Families SA website
<http://www.families.sa.gov.au/childsafe>.*

Modbury Soccer Club will not tolerate incidents of child abuse.

All employees and volunteers understand their obligation to notify the Child Abuse Report Line on **13 14 78** as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

From time to time we provide opportunities for employees to attend information sessions about these mandatory reporting obligations (*Note: offering formal training for staff and volunteers is not a legal requirement*). We also ensure that employees have access to relevant information resources such as:

- Child safe environment: Guidelines for mandated notifiers and information for organisations (available to view or download from www.families.sa.gov.au/childsafe)
- Families SA reporting child abuse website: <http://www.dfc.sa.gov.au/pub/default.aspx?tabid=485>
- Free online SMART (Strategies for Managing Abuse Related Trauma) Learning package, developed by the Australian Childhood Foundation: www.childhood.org.au

We ensure that support is also available for the employee making the report, particularly where an ongoing service is provided to the child, young person and their family.

10. Supporting children, young people and their families

Child Protection is everyone's responsibility. Modbury Soccer Club recognises that even where a report is made, we may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services
- Displaying information about services that can assist children and their families (such as the Kids Helpline and Youth Healthline) in areas accessed by children and their families.

11. Dealing with reports or concerns relating to the actions of an employee or volunteer of our organisation.

In addition to making a report to the Child Abuse Report Line, employees and volunteers must also report to Jacqueline Levett or management if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, employee, or volunteer.

In response to any report to management concerning a member, employee or volunteer of this organisation, management may determine to take disciplinary action.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

12. Strategies to minimise risk

To help maintain a safe environment for children Modbury Soccer Club reviews its risks regularly and implements strategies to manage these risks.

Child Protection Procedures and Guidelines have been developed.

Policies and procedures may address (but are not limited to):

- Transportation
- Taking images of children
- Supervision of children
- Child safety officer
- Complaints procedures
- Physical contact
- Responsibilities
- Procedure for breaches of policy
- Training\cyber safe guidelines
- Protecting privacy and confidentiality
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence.

Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.

13. Harassment/bullying

Modbury Soccer Club opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with the Club's Child Safe Officer or management.

14. Communication

Modbury Soccer Club will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

We also ask employees, volunteers and parents (where appropriate) to sign a written statement indicating that they have read and will abide by our child-safe policy. We retain a copy of all signed statements.

15. Related policies and procedures

The following are related policies and procedures that support the Club's child-safe policy.

- Codes of conduct and behaviour
- Template statement to be signed by employees, volunteers and parents indicating they have read and will abide by this policy
- Child Protection Procedures and Guidelines, including:
- Procedures for dealing with members charged with, or under investigation for, a serious criminal offence
- Staff and volunteer recruitment procedures, including those relating to conducting criminal history assessments (refer to appendix 1)
- Mandatory reporting procedures (including where a suspicion is reported to the Club)
- Risk management strategies

16. APPENDIX 1 – Conducting criminal history assessments

Assessments required for prescribed positions

All employees and volunteers of Modbury Soccer Club who occupy a prescribed position (as set out under Section 8B (8) of the *Children's Protection Act 1993*) are required to undergo a criminal history assessment once every three years.

Criminal history assessments are also required prior to the appointment of new employees or members to prescribed positions.

Exemptions from this requirement may apply in some circumstances (see below). However Modbury Soccer Club retains the discretion to decide on a case-by-case basis whether any relevant exemptions will be exercised.

This requirement applies to all employees who regularly work with or around children in an unsupervised capacity or have access to prescribed records relating to children.

Procedure for conducting criminal history assessments

A satisfactory criminal history assessment is a precondition of working in a prescribed position at Modbury Soccer Club.

Prior to the appointment of a new employee/volunteer and then at three yearly intervals, this organisation will direct the employee/volunteer to obtain a National Police Certificate (NPC) from South Australia Police. The cost of obtaining a NPC is borne by the Football Federation of South Australia.

South Australia Police require the explicit written consent of the applicant prior to the release of criminal history information. The NPC application form is available from http://www.police.sa.gov.au/sapol/services/information_requests/national_police_certificate.jsp.

When the NPC has been complete. The original copy must be sighted and recorded by Modbury Soccer Club and Football Federation of South Australia.

If an individual does have a criminal history, Modbury Soccer Club assesses this information in accordance with Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*.

Each assessment is conducted on its individual merits and with consideration to the inherent requirements of the position. Principles of

procedural fairness and natural justice are applied throughout the decision-making process and the individual is provided an opportunity to confirm or dispute the information contained within the report and to provide contextual information for consideration during the assessment process.

The National Police Certificate will not be retained once a decision has been made regarding the person's suitability to work with children. The National Police Certificate will not be retained beyond three months in any circumstances.

In accordance with its legal requirements, Modbury Soccer Club will retain the following information regarding its decision:

- That a criminal history report was obtained
- How the criminal history information affected decision making processes
- Statutory declarations (where applicable)

Modbury Soccer Club may obtain a further criminal history assessment for an employee/volunteer at any time that Modbury Soccer Club believes it necessary or desirable for the purpose of maintaining a child safe environment.

Other evidence (optional)

Where appropriate, Modbury Soccer Club may utilise a number of forms of evidence (obtained within the last three years) to assess a person's suitability to work with children. This includes:

- A National Police Certificate that does not expressly state that it cannot be used as a clearance to work with children
- A Letter of Clearance to work with children from the DCSI Screening Unit
- A valid and current interstate working with children check.

Acceptance of other forms of evidence is at the discretion of Modbury Soccer Club and is subject to the person completing a 100-point check to confirm the true identity of the applicant.

Modbury Soccer Club may also at its discretion seek a statutory declaration for any *employee(s)* or *volunteer(s)* who have been citizens or permanent residents of a country other than Australia since turning 18 years of age.