



# AFL Victoria Leagues, Clubs & Associations

## Child Safe Standards Checklist



### Working with Children Checks

- All of our staff & volunteers who work directly & unsupervised with children under 18 years of age have a current WWCC.
- All of our staff & volunteers have aligned their Check to our organisation (Logging on and including the Centre/Club details at <https://online.justice.vic.gov.au/wwccu>)
- Our organisation keeps an accurate and up to date register of each WWCC for all of our staff & volunteers who work with children in our organisation.

### Child Safety Officer

- Our organisation has appointed a Child Safety Officer who will be the initial point of contact for any report or concern of Child Safety.
- All members are aware of the people to approach to make any report of concern around Child Safety, with an emphasis on children being made aware of who they can speak to them if they are feeling unsafe.

### Reporting Procedure

- Our organisation's committee/management and CSO have an understanding and access to the reporting procedure if any concern of Child Safety was raised.

### Recruiting of Staff & Volunteers

- All future appointments to a role that will work with children directly will include an application process. This will include a stored, written application with contact details for two referees relevant to the role, why the person wishes to work with children, the candidate's history of working with children and why they left any previous roles (template supplied).

### Behaviour Guidelines

- Our staff and volunteers have been provided with a copy of the Behaviour Guidelines and adhere to these expectations, and put steps in place to reduce risk to the safety of children when needing to work outside of them.

### Commitment Statement

- AFL Victoria Commitment Statement to providing safe environments and experiences for children in football is included on the organisation website, and used in relevant communications.



## Child Safe Standards Priority Steps

February 2018

The AFL Child Safe Policy is continuing to be developed to encompass all football across Australia.

As we continue to improve and develop our business to ensure a safe environment and experiences for children at football, Leagues, Clubs & Associations are expected to work towards getting the following in place. Some of these were provided in 2017, with additional items included for next steps to improve our organisations.

### Working with Children Checks

- Anyone working directly with children under 18 must have a current WWCC – this includes parents of children taking part if they are doing a regular role within the organisation.
- All staff/volunteers must ensure their Check includes their Centre or Club as one of the organisations that they work with. This is done simply on the WWCC website by logging on and including the Club/Centre details under 'Change my Details': <https://online.justice.vic.gov.au/wwccu>
- All organisations must establish and keep a register of each WWCC for all who will be working with children within your organisation.

### Child Safety Officer

- All organisations must nominate a Child Safety Officer who will be the initial point of contact for any report. This person may already hold a similar role within your organisations i.e. welfare, integrity, etc.
- The position of Child Safety Officer needs to be communicated to all members, with a particular emphasis on children being made aware that they are a person that they can speak to if they are feeling unsafe.

### Reporting Procedure

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 President/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. President/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 organisation CSO.

Next level management communication lines:

Club/Association President  League/RAC Management  AFL Vic Community

### Recruiting of Staff & Volunteers

Child Safe Standards are integral in any appointment to a role which is working with children 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?



# AFL Victoria Leagues, Clubs & Associations

## Child Safe Standards Priority Steps



February 2018

### Behaviour Guidelines

All staff and volunteers are made aware of the below behaviour expectations when working with children. Where these are not possible to adhere to, additional steps are put in place to reduce the possible risk to the safety of the children involved.

- Positive guidance - acting appropriately with children.
- Adhering to role boundaries – should not act outside out of the confines of the duties of your role.
- Use of language and tone of voice – no swearing or defamatory language, clear direction and encouragement, not being harmful in what you say.
- Supervision – avoid being alone one on one with a child out of the view of others where possible.
- Use of electronic communications – where possible email, text messages and social media communications to include parent/guardian or within an open group message.
- Photographs of children and young people – within expectations of AFL privacy policy e.g. photos taken in context of the program, dressed appropriately, etc.
- Physical contact with children and young people – done when reasonable and in an appropriate manner.
- Sexual misconduct – under no circumstances are sexual acts to occur with or in the presence of children.
- Change room arrangements – important to supervise children while also balancing a child's right to privacy.
- Transporting children – prior authorisation from management and child's parents.
- Gift giving – prior authorisation from management and child's parents.
- Overnight stays – work purposes only within a part of a formal program with authorisations from parents. Gender of supervisors considered and balanced with children participating.
- Alcohol & Drugs – while on duty must not use, possess or be under the influence of alcohol or drugs, including being incapacitated from legal medications. And not supplying to children.

### Commitment Statement

- The below AFL Victoria Commitment Statement to Child Safety it to be included on all organisations websites and used in communications where relevant i.e. position advertisements.

*AFL Victoria is committed to promoting and protecting the safety and well-being of children and young people in our care. We seek to promote and protect the rights of all children in our care and prevent abuse from occurring by fostering a child safe culture. All Victorian Leagues, Clubs & Associations that provide football to children and young people will present environments and experiences that always consider and put measures in place to ensure the safety of children.*