



Child Safe Standards Policy

Endorsed 25.02.2024

Introduction

The Bayswater Junior Football Club is committed to promoting and protecting the interests and safety of children within our community. We have a zero tolerance for any forms of child abuse. All club volunteers are responsible for the care and protection of children and reporting information about child abuse to ensure we build and promote a culture of child safety.

Purpose

The purpose of this policy is to:

- o build a culture of child safety within our club
- o promote to our players, volunteers and the community our policy and commitment to preventing child abuse within the Bayswater JFC community.
- o ensure all parties are aware of their responsibility to:
 - o identify possible risks or incidents of child abuse.
 - o establish controls and procedures to prevent such abuse.
 - o detect such abuse when it occurs.
- o provide a clear statement to committee members and team officials forbidding any such abuse and provide guidance to all, on any action that should be taken regarding suspicion of any abuse within or outside the organisation.
- o provide assurance that all suspected abuse will be reported and fully investigated.
- o align with the ENFL Child Safeguarding Handbook, dated June 2022
<https://efnl.org.au/wp-content/uploads/2022/06/EFNL-Child-Safeguarding-Handbook.pdf>

By law, Victorian organisations providing services or facilities for children are required to implement and maintain Child Safe Standards to protect all children from harm. Updated as of 1 July 2022, eleven child safe standards aim to promote the safety of children, prevent child abuse and ensure organisations and businesses have effective processes in place to respond to and report all allegations of child abuse. The standards our club needs to adhere to are below:

1. Culturally safe Aboriginal children and young people.	2. Child safety and wellbeing is embedded in committee leadership, governance, and culture	3. Children and young people are safe, informed, and empowered.	4. Families and communities are informed and involved.	5. Equity is upheld, and diverse needs are respected in policy and practice.	
6. Robust recruitment and screening.	7. Processes for complaints and concerns are child focused.	8. Ongoing education and training	9. Safe physical and online environments.	10. Regular improvement.	11. Child Safety & wellbeing policies and procedures.

Policy

- o Bayswater JFC is committed to promoting and protecting the best interests of children involved in its programs and has a zero tolerance for any form of child abuse
- o All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, are equally respected and valued and have equal rights to protection from child abuse.
- o A child is defined as under the age of 18.
- o Bayswater JFC is committed to the safety of those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for all children.
- o Child protection is a shared responsibility between our committee members, team officials and volunteers within our club and through our actions we demonstrate our commitment to this policy.
- o The club will promote this policy and code of conduct to ensure our families and communities are informed and involved in promoting child safety.
- o Bayswater JFC supports and respects all children, parents, volunteer officials and committee members
- o If any person believes a child is in immediate risk of abuse, telephone 000.

What constitutes abuse?



All parties need to be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct. 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 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 extreme cases. Remember to consider ALL forms of child abuse as you seek to make our club safer (*extract from ENFL Child Safeguarding Handbook, pg4, June 2022*)

Responsibilities

Bayswater JFC accepts responsibility for the detection and prevention of child abuse within our community. This policy outlines the steps taken by the club to promote child safety, ensure that people working within our club are suitable and supported in their roles to reflect safety in practice.

The **committee** is responsible for this policy and will:

- o nominate a Child Safety Officer (CSO) to provide information and promote child safety in the club
- o ensure the whole club community is aware of the nominated CSO is and that the Club has a Child Safe Standards Policy in place.
- o require all adult volunteers to provide a Working with Children Card (WWCC)
- o maintain a register of WWCC for all team officials, committee members representing BJFC
- o conduct a WWCC QR code check, add **Bayswater JFC to their WWCC organisation identity** and have two forms of identification sighted by the delegated committee member.
- o conduct regular reviews of policies to ensure they are adequate, up-to-date and implemented
- o ensure all committee members and team officials are aware of the club's *Child Safe Policy and Code of Conduct* and provide each volunteer with a copy of relevant policies on an annual basis
- o ensure guidance to team officials ensures physical and online environments promote safety and wellbeing and minimise opportunity for children to be harmed.
- o promote child safe policies within the club and provide information to educate the club community on the importance of child safe practices
- o help team officials to meet their obligations by providing guidance, resources and support and details on this policy and code of conduct on a regular basis.

All **committee members and team officials** must ensure they always promote child safety and share the responsibility for the prevention and detection of child abuse. In our roles we must:

- o assess the risk of child abuse within their area of control and minimise any risk to the extent possible.
- o report any reasonable belief / any suspicion of risk that a child's safety is at risk
- o advise the club CSO as soon as possible
- o advise the appropriate authorities (telephone 000) if a child is in immediate danger.
- o provide an environment that is supportive of all children's emotional and physical safety.

The club welcomes suggestions from young people, families and our community on ways BJFC can improve our child safety policies and practices in writing via the CSO at childsafetyofficer@bayswaterjfc.com.au

Reporting responsibilities

Child safety at our club is everyone's responsibility. It is the responsibility of all committee and team officials to report instances of inappropriate behaviour or concern to the CSO promptly upon knowledge of a situation. If a child comes to confide in you regarding an incident, it is vital you handle the situation appropriately. Make sure you:

DO:

- o Remain calm. While hearing of an incident will likely invoke strong emotional reactions, getting angry or distressed will make this harder for the child.
- o Listen carefully to what they tell you
- o Reassure the child you believe them
- o Reassure the child it was not their fault



- o reassure them they did the right thing by speaking up
- o Let them know you will report this so that the abuse can stop
- o Record the incident in the child's own words as soon as possible after the disclosure
- o Report the incident
- o Ensure disclosure is appropriately and accurately recorded and stored.

DO NOT:

- o Make promises you can't keep, such as that you will not tell anyone
- o Push the child for details – your job is to listen, not investigate
- o Ask leading questions – instead, use phrases like “Then what happened?”
- o Discuss what you have been told with others who are not directly involved with helping the child
- o Leave the child alone in a distressed state – if they are comfortable in your care, stay with them

(Extract from ENFL Child Safeguarding Handbook, pg11, June 2022)

The CSO will:

- o advise police immediately if there is any report of sexual or physical abuse of a child,
- o notify names of the reporter and victim to the Commission for Children and Young People (CCYP) within three days of a report being made aligned to this policy, with additional information provided within 30 days.
- o Follow guidance provided by the CCYP regarding the reportable conduct scheme
<https://ccyp.vic.gov.au/reportable-conduct-scheme/about-reporting-allegations/#TOC-2>
- o communicate to the Club President a detailed written report of supplied information from reporter including details of who is involved, what occurred, when and where it occurred and why the incident is reportable. The written report will be recorded and stored digitally in a secure password protected folder in BJFC filing system.

The Club President will:

- o report to the Eastern Football Netball League (ENFL) if the report was communicated to the police involving a committee member or team official, and or if a report is of other significant concern.
- o reassign to other duties until further notice, a team official or committee member if a report is made regarding their actions or behaviour aligned with this policy.
- o Alert the ENFL in the instance that a report involves a committee member or team official

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. Information collated for the purpose of child safety will be stored digitally in password protected folders accessible by selected committee members as required.

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

Recruitment Policy

As a community sporting organisation, Bayswater JFC welcomes new volunteers to join our club. To build our child safe culture the club requires volunteers to undertake the following practices to ensure the protection of young people in our club community.

Bayswater JFC requires all volunteers to:

- o submit an online application via the club website/ complete a nomination form identifying the role they are volunteering for
- o submit a recorded, written application (at minimum) and for committee and team roles be interviewed by executive committee members.
- o Have a proven connection to the Club or League.
- o Hold a current Working with Children Check Card (WWCC) OR apply for a card via <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1> and provide your card number as part of your application.
- o Have a second form of identification (such as a driver's license) sighted by a nominated executive committee member to confirm correct name on WWCC.

Upon appointment to a role all volunteers are required to:



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- o link their current WWCC to BJFC via [Update your WWCC details](#)
- o demonstrate behaviours outlined within the Child Safe Code of Conduct
- o read and sign their acknowledgement of the Child Safe Policy and Child Safe Code of Conduct annually.

The CSO will:

- o Maintain a record of each committee member and team officials WWCC and receipt of signed Child Safety Policy and the Code of Conduct agreements at the commencement of each season
- o Review the volunteers' WWCC via [WWCC status checker](#)
- o Seek the agreement of volunteers to register their WWCC information with the Bayswater JFC and the Eastern Football Netball League.

BJFC Child Safe Code of Conduct

All Committee members, Coaches, Assistant Coaches, Team Managers, Runners, and Trainers at Bayswater JFC are required to abide by the Policy and Code of Conduct and sign a copy of this policy prior to the start of each season (returned to the CSO)

All Committee members and team officials COMMIT TO:

- o Maintain a duty of care towards others involved in these programs and activities.
- o Establish and maintain a child-safe environment in the course of their work.
- o Be fair, considerate and honest with others.
- o Treat children and young people with respect and value their ideas and opinions.
- o Work towards the achievement of the aims and purposes of the organisation.
- o Be responsible for relevant administration of programs and activities in their area.
- o Act as positive role models in their conduct with children and young people.
- o Be professional in their actions and maintain strict impartiality
- o Respect the privacy of children and their families and only disclose information to people who have a need to know.
- o Maintain a child-safe environment for children and young people.
- o Operate within the policies and guidelines of the Eastern Football Netball League.
- o Contact the police if a child is at immediate risk of abuse (telephone 000).
- o Report any concerns regarding child safety to the nominated Child Safety Officer; and
- o Act appropriately when representing the club in all interactions both on and off the field and during social and club functions.

All Committee members and team officials WILL NOT:

- o Shame, humiliate, oppress, belittle or degrade children or young people.
- o Unlawfully discriminate against any child.
- o Engage in any activity with a child/young person likely to cause physical/emotional harm.
- o 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.
- o Be alone with a child or young person unnecessarily and for more than a short time.
- o Develop a 'special' relationship with a specific child or young person for their own needs.
- o Show favouritism through the provision of gifts or inappropriate attention.
- o Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities.
- o Photograph or video a child or young person who is not a member of the Bayswater Junior Football Club without the consent of the child and his/her parents or guardians.
- o Engage in open discussions of a mature or adult nature in the presence of children.



- o use inappropriate language in the presence of children.
- o Liaise with any child via social media without the knowledge and consent of their parent and
- o Do anything in contravention of the Bayswater Junior Football Club's policies, procedures or this Code of Conduct.

What happens if you do not follow the Child Safe Standards and Code of Conduct Policy

There is a zero-tolerance approach to any non-compliance of this policy.

Any breach will be taken seriously by the committee and investigated in conjunction with the relevant authorities, the Commission for Children and Young People and the Eastern Football Netball League.

Should a committee member or team official have any concerns regarding the behaviour of a fellow volunteer, it is their responsibility to notify the Child Safety Officer and President as soon as possible and within 48 hours to ultimately protect all children within our community.

Further enquiries

Please contact the Club President/Executive Committee, or the Child Safety Officer if you wish to discuss this or any elements of Bayswater JFC policies around our approach to child safety and or any of the identified behaviours listed within the Code of Conduct or any related matters.

By signing below, I declare I have read, and I understand the Bayswater Junior Football Club Child Safe Standards Policy and Code of Conduct.

I agree to abide by these policies throughout Season 2024.

Name: _____

Position: _____

Date: _____