

## **Child Safety Standard (CSS) Policy and Procedure**

The Altona Junior Football Club is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our parents and volunteers.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow without hesitation.

**Our Appointed Child Safety Officer (CSO) is: Patrice Cassar - Administrator**

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

## **AJFC Players**

This policy is intended to empower our players who are vital and active participants within our Club. We listen to their views and respect what they have to say.

Altona Junior Football Club support diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. Our Racial Vilification Policy mirrors the endorsement of this Policy.

## **Our staff and volunteers**

This policy guides our committee and volunteers on how to behave with children in our organisation.

All of our committee and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All committee and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

## **Training and supervision**

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

Our organisational culture aims for all committee and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We have appointed a CSO to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our committee and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New committee and volunteers will be supervised regularly to ensure they understand our Clubs commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this organisation's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

## **Social Media Use**

The Altona Junior Football Club has adopted the AFL Victoria Social Media Guidelines for all communication with children within the Organisation.

- a. 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.
- b. 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.
- c. 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.

d. 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.

## Recruitment of Coaches

We take all reasonable steps to engage skilled coaches to interact with children. We have developed a selection criteria and process which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when engaging coaches and volunteers we have ethical as well as legislative obligations.

All people engaged in child-related duties, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. We do audit and retain information relating to WWCC and our volunteers. If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

## Fair procedures for personnel

The safety and wellbeing of players is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

## Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be committee, coaches, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

## Legislative responsibilities

Our Club takes our legal responsibilities seriously, including:

- **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 club 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.
- Any personnel who are **mandatory reporters** must comply with their duties.

## Risk management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments, no committee or volunteer is to have contact with a child in organisations on social media.

## **Regular review**

This policy will be reviewed every year and following significant incidents if they occur. A CSO will be appointed each year. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

## **Allegations, concerns and complaints**

Our club takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our committee and volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families, committee and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour. We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

## Child Safety Standards (CSS) Incident Report

The child safe standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse. This resource can be used by a child or their family if they disclose an allegation of abuse or safety concern within the Altona Junior Football Club. Committee can also use this resource to record disclosures.

**All incident reports will be stored securely with the appointed Child Safety Office and Administrator, and or Registrar.**

**Child Safety Officer : Patrice Cassar (Administrator) 0431 527362**

### Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of committee/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?	

<b>Other information</b>	
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### Parent/carer/child use

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

### Office use:

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

### Has the incident been reported?

<b>Child protection</b>	
<b>Police</b>	
<b>Another third party (please specify):</b>	

### Incident reporter wishes to remain anonymous?

*(Mark with an 'X' as applicable)*

Yes       No

### Further information

Further information on [child safe standards](#) can be found on the Department of Health and Human Services' website <[www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations](http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations)>.

Additional resources for organisations in the child safe standards toolkit can be found on the [Department of Health and Human Services website](#): <[www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards)>. In particular, [An Overview to the Victorian child safe standards](#), has information to help organisations understand the requirements of each of the child safe standards, including examples of measures organisations can put in place, a self-audit tool and a glossary of key terms: <[www.dhs.vic.gov.au/\\_\\_data/assets/word\\_doc/0005/955598/Child-safe-standards\\_overview.doc](http://www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc)>