



Adelaide University Touch Club
CHILD SAFE ENVIRONMENT POLICY

Last reviewed April 2016

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Background – Who is Responsible?

Everyone involved in a recreation group or sporting club has a responsibility to care for and protect any children who participate in their activities. Previously teachers, medical practitioners, health professionals, social workers, childcare workers, day care providers, and people within government departments that provide services to children, by law have been required to report suspicions or incidents of abuse.

In December 2005 the Children’s Protection Act of 1993 was revised and an Amendment Bill passed. This extended the legal requirement to include:

Any other person who is an employee of, or volunteer in, a Government department, agency or instrumentality, or local government or non-Government organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children, being a person who:

(a) is engaged in the actual delivery of those services to children; or

(b) holds a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children

What does this Extended Mandate mean?

Staff and volunteers of recreation and sport groups working with children now have a legal obligation to report any suspected child abuse and/or neglect.

A child is anyone under the age of 18 years. A person aged 17 years 11 months is still legally considered a child under the Act, and the child safe policy would apply to that person.

AUTC does not currently offer club teams or training that specifically target children, however on a relatively regular basis, children become members of our club. One example is that some students are 17 years old in their first year of university. Another example is where children join a social AUTC team where the rest of the team are adults.

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AUTC Policy:

AUTC is committed to the safety and wellbeing of all children and young people accessing our activities. In line with the 'AU Sport Child Safe Policy'¹, we support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our coaches and volunteers, and encourage their active participation in building and maintaining a secure environment for all participants.

AUTC acknowledges that our members and volunteers provide a valuable contribution to the positive experiences of young people involved in sport. The club aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

- **Identify and analyse risk of harm**

As part of the AU Sport Risk Management Review process, we annually assess our child protection practices and treat any risk that is identified.

- **Ensure that our policies and practices are in line with child safe environments**

With the assistance of AU Sport and Touch SA, we ensure that our policies and practices are in line with child safe environments.

- **Providing guidelines on:**

- **Supervision**

Members under the age of 18 will be supervised at all times by a responsible adult. The level of supervision will be adequate and relative to the member's age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 18 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

Parents/guardians must turn up on time to collect their child for reasons of courtesy and safety at a location agreed to by AUTC. If it appears any member will be left alone at the end of club activities with a child, they need to ask another member to stay until the child is collected. There should ideally be both a male and female member waiting with the child.

¹ See <https://www.theblacks.com.au/> or contact the Adelaide University Sport Office for a copy

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o **Transportation**

Parents/guardians are responsible for transporting their children to and from club activities (e.g. practice and games) or making suitable arrangements with others (this could include allowing the child to transport themselves to training via bike, public transport or driving if they have a licence).

For those who are able to drive, AUTC understands that there are passenger and night driving restrictions (at the time of publication of this policy: no passengers aged between 16 – 20 except immediate family allowed; and no driving between midnight and 5am) placed on those drivers who are under the age of 25 and have a P1 driver's licence. Exemptions are in place for those involved in sport and AU Sport or AUTC are able to provide documentation to support this fact if needed. For more information: mylicence.sa.gov.au

Where AUTC makes arrangements for the transportation of children (e.g. for away or overnight trips), the agreements will be in line with the 'AU Sport Safe Travel²' policy where the club will conduct a risk assessment that includes: ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts and that the child is not left alone with the driver).

o **Taking and using images of children**

AUTC (wherever possible) will obtain permission from a child's parent/guardian before taking an image of those under 18 years of age and communicating how that image will be used. The club also requires the privacy of others to be respected and disallow the use of videos and cameras inside changing areas, showers and toilets; and in some circumstances, junior competitions or events. If you are asked by a club official or sports official not to take images, we ask that you respect this.

AUTC will only use an image of a child in good faith. We will only use appropriate images of a child relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc. If the club uses an image of a child, we will avoid naming or identifying the child or we will, wherever possible, avoid using both the first name and surname. We will also be very selective in what images are used on social media.

Please note any club images that are shared on social media may also be used by AU Sport to promote the club, AU Sport or The University of Adelaide.

² See <https://www.theblacks.com.au/> or contact the Adelaide University Sport Office for a copy

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o **Social Media**

AUTC uses social media (Facebook groups, Instagram) as a means to communicate with members. The club will follow the guidelines set out in the 'AU Sport Social Media Guidelines'³, however special considerations will be made when anyone under the age of 18 is involved. The following will be considered:

1. AUTC will not rely solely on social media to communicate key information to members to ensure that those, who are not on social media, are excluded from any information.
2. All social media communication will be suitable in content and language for those using the page/group.
3. Anti-bullying and harassment will be promoted and those involved in bullying behaviours should be counselled.
4. If an official club group is established for members who are juniors, that at least two senior members such as coach, junior coordinator or Child Safe Officer, who have all met the club's screening process, be added as administrators to monitor the group.

The adding of parents to the group is at the discretion of the administrators. If the focus of the group is to relay key information, parents should be added under clear guidelines expressed by the administrators.

- **Choosing suitable employees and volunteers and support/train them for their role**

AUTC will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

In line with AU Sport Child Safe Policy, a number of screening measures such as criminal history checks will be used. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

- **Ensure 'Codes of Conduct' for adults and children are followed and supported**

AUTC 'Codes of Conduct' are listed on page 8 below. Specific codes for roles that specify standards of conduct and care when dealing and interacting with children are noted. The club shall also empower and promote the participation of young people in the decision-making process.

³ See <https://www.theblacks.com.au/> or contact the Adelaide University Sport Office for a copy

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- **Provide and actively promote who is the ‘Child Safe Officer or ‘Members’ Officer’’ within the club and their role**

This will be noted in the club newsletter annually. In the extreme case when AUTC cannot fill the role of Child Safe Officer or Members Officer, AU Sport SDOs or TFSA’s Child Safe Officer will be contacted if a child safe issue arises.

- **Report and respond appropriately to suspected abuse and neglect**

AUTC, with the assistance of AU Sport, will make all volunteers and employees aware of their responsibilities (under respective state laws), of what they are required to do, if they have suspicion on reasonable grounds, that a child has been, or is being abused or neglected.

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is either (a) acting inappropriately towards a young person or child, or (b) is breaching the code(s) of practice set out, they may make an internal complaint. Please refer to AU Sport’s ‘Complaints Handling Policy’⁴ to understand the steps involved. This will explain what to do about the behaviour and how the AU Sport will deal with the problem.

⁴ See <https://www.theblacks.com.au/> or contact the Adelaide University Sport Office for a copy

Code of conduct for all members

AUTC follows the AU Sport General Code of Conduct⁵ and Touch Football Australia Code of Conduct⁶ which outline the minimum standard of behaviours for its members. All AU Sport Members are required to agree to the general AU Sport Code of Conduct upon membership application. AUTC members are required to follow these Codes of Conduct. These documents include specific guidelines about how one is expected to behave around young people/children and what type of language is expected etc.

For coaches, and those who have roles dealing directly with young people/children, more detailed information about what behaviour is expected should be provided, eg include information about what modifications are needed (if any), what level of physical contact is appropriate when coaching/ teaching, what level of supervision is required for different age groups, what language is considered abusive, what to do if you find yourself alone with a young person/child, etc.

AU Sports clubs, which do not have official junior memberships but may have members who are aged 15 – 18 years, should still provide coaches and volunteers with information on the above issues.

⁵ See <https://www.theblacks.com.au/> or contact the Adelaide University Sport Office for a copy

⁶ See <http://touchfootball.com.au/>

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Permission from parents

AUTC aims to create a safe and positive environment for underage members. To help enable this, parents must give permission for their child to join the club.

This is granted in the form of a signed document (see page below) stating exactly in which areas they are giving permission. Issues such as supervision, transport, taking images of children and the use of social media are clarified in the form. AUTC keeps an electronic a copy of the form on file in line with our privacy policy in case it needs to be accessed at a later date.

AUTC has the best interest of the child and the club in mind so we aim to work with parents in order that their child can be involved with the club.

AUTC Parent/Guardian Consent Form

Minors (U18)

Declaration

I hereby give my consent for my child:

Name:

Date of Birth:

To participate in any official activity arranged or managed by AUTC during the 12 months from the date of this agreement or for the length of their current membership to the club.

I agree that during this time my child:

- Will be supervised by the person(s) appointed by AUTC in charge of the team/group in which they are involved and that the level of supervision will be adequate and relative to my child's age, maturity, capabilities, level of experience, nature of activity and venue.
- I am responsible for making arrangements to ensure that my child is dropped off/collected from AUTC events on time. If these arrangements are out of the ordinary and involve someone not known to the person who is supervising my child, I will notify them.
- May have their photograph/video taken and used in the AUTC publications (including online) by AU Sport, the State Sports Organisation and other publications. I understand that all images will be used in good faith. OR:
 - I do not wish for my child's photograph/video to be published.
- May access the AUTC's social media platforms, which are managed in line with the AUTC's Child Safe Policy and Social Media policies.

In my absence, I hereby authorise the obtaining on my behalf of such medical assistance as my child may require in the event of an accident or illness. I authorise the administering of such medical treatment including the use of anaesthetic, as may be deemed necessary by the Medical Officer attending. I understand that junior members are covered by the AU Sport insurance policy.

Name:

Relation to Child:

Signature:

Date:

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Child's information

Surname:	First name:
Date of birth:	Other siblings at the club:
Address:	
Parent's details	
Mother:	Phone: Work:
Address:	
Email address:	
Father:	Phone: Work:
Address:	
Email address:	
Other:	Phone:
Emergences Contact:	
Any Relevant Family History	

Your personal information will only be used in accordance with the objects of AUTC for the purpose of providing medical treatment where required. Your details will be held with AUTC and provided to your child's coach/team manager for access during

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the season. You will be able to access your personal information through AUTC
upon reasonable notice.

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Child's Medical Information

Surname: _____ First Name: _____

Address: _____

D.O.B: _____ Sex: F / M Religious Preference: _____ Country of Birth: _____

Medicare No: _____ Medicare Patient No: _____ Medicare Expiry Date: _____

Private Health Care Provider: _____ Provider No: _____

Please specify any known allergies (eg penicillin, other drugs, foods, plants, animals). Also give details describing seriousness and nature of reaction and necessary treatment.

Please list all medications you are currently taking:

Please indicate by circling the appropriate answer if you suffer from or have recently suffered (2 years or less) any of the following conditions.

- | | | |
|---|------------|-----------|
| 1. Any heart or stroke conditions | Yes | No |
| 2. High blood pressure | Yes | No |
| 3. Pain or tightness in the chest | Yes | No |
| 4. Asthma | Yes | No |
| 5. Difficulty in breathing or chronic cough | Yes | No |
| 6. Stomach or duodenal ulcer | Yes | No |
| 7. Liver or kidney condition | Yes | No |
| 8. Diabetes | Yes | No |
| 9. Hernia | Yes | No |
| 10. Epilepsy or fits | Yes | No |
| 11. Fainting attacks | Yes | No |
| 12. Back problems | Yes | No |

If Yes to any of the above, please provide further information:

Have any family members (including grandparents, parents, siblings) had a heart condition prior to age 60?

Details: _____

Yes **No**

Have you ever had any injury, illness, back or joint condition that may be aggravated by vigorous exercise?

Details: _____

Yes **No**

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Do you have any other medical condition that should be made known?

Details: _____

Yes **No**

Have you had any surgery or injuries in the last six (6) months?

Details: _____

Yes **No**

Signature:

Date:

Screening procedures for coaches and other volunteers

Coaches and club volunteers are the drivers of behaviour at any club and it is important that not just anyone be selected to assist, especially when children or personal information about members is involved.

Below is the screening process for people who coach, supervise, volunteer or are a part of AUTC and have regular unsupervised contact with club members under the age of 18 or access to their personal details.

AUTC will:

1. Identify positions that involve working, coaching, supervising or regular unsupervised contact with people under the age of 18 years.

This would include:

- All junior coaches
- Senior coaches (as they may assist with junior training)
- Team managers
- Committee members
- Sports trainers
- Canteen volunteers
- Social media administrators

2. Obtain a completed ***Member Protection Declaration (MPD) (Attachment 1.1)*** from all people who are identified in the above step and keep it in a secure place.

3. Where possible, check a person's referees (verbal or written) about his/her suitability for the role.

4. Ask the people identified in Step 1 to provide a national police check.

For information on what is involved in collecting people's police checks, please see **Attachment 1.2: Procedures for obtaining and assessing criminal history information** in the **AU Sport Child Safe Environment Policy**.

5. Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years. **If unsatisfied, do not appoint them.**

Attachment 1.1: MEMBER PROTECTION DECLARATION

AUTC has a duty of care to all those associated with it. As a requirement of the Member Protection Policy, AUTC must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I (name)
of.....(address)
born/...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children, acts of violence or alcohol related.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment, acts of violence or alcohol related.
4. To my knowledge, there is no other matter that the AUTC may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the General Manager of AU Sport and the President of AUTC immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the State/Territory of
.....

on/...../.....(date) Signature.....

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

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Name:.....

Signature:.....

Date:

Attachment 1.2 Procedures for obtaining and assessing criminal history information

As stated in the 'Screening procedures for coaches and volunteers', a Criminal History Check/Police Check is required for those coaching, supervising, having regular unsupervised contact with people under the age of 18 years or access to their personal details. It is important that clubs take steps to ensure their safety and wellbeing and conducting criminal history checks is one effective way to do this.

As an AUTC volunteer, you may need to have a Criminal History Check/Police Check undertaken for your Club. AU Sport provides the opportunity for you to obtain this Criminal History Check/Police Check free of charge if you are working with vulnerable groups (i.e. minors; those with a disability and international students).

Please note that obtaining these clearances may take several weeks (or in busy times even up to a few months). Therefore it is important that you submit your application in a timely manner. If your clearances have not been received before your role is due to commence, you may not be able to perform that role, or may need additional supervision.

Step by step process:

1. AUTC volunteers, who need a police check, must fill out the form available on; http://www.police.sa.gov.au/sapol/services/information_requests/police_checks.jsp or via AU Sport at: www.theblacks.com.au/clubresources

The form may either be completed online or printed. Leave 'VOLUNTEER AUTHORITY' section blank.

2. The form must be signed by a SAPOL employee (ie be taken to a police station) or by a Justice of the Peace who must sight the 100 points of identification, as listed on Page 2 of the form.

3. Once this is completed, take the form to the AUTC Child Protection Officer who will forward it to AU Sport where an approved VOAN Authorised Officer (staff) will complete the VOAN section on the form and record basic detail from the form including: date, name, AU Sport club, approved to volunteer, date of police sighting and role at club.

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4. AU Sport staff will then forward the application to SAPOL on behalf of the applicant.

5. The National Police Certificate will be posted to the applicant, who then must ensure it is sighted by the AUTC Child Protection Officer.

Additional information for clubs to consider:

1. Accept 'other evidence' and conduct an assessment

A person, needing to provide a Criminal History Check/Police Check, may have previously obtained a report or letter of clearance for another purpose (such as employment or volunteering). In some cases, AUTC can accept this evidence to assess a person's suitability to work with children.

Any of the following forms of evidence may be accepted to assess a person's suitability to work with children (provided it still valid):

- A National Police Certificate, which does not expressly state that it cannot be used as a clearance to work with children
- A letter of clearance from the DCSI Screening Unit or a valid registration document from the Teachers Registration Board
- A current interstate working with children check.

AUTC will need to decide whether it will accept these types of evidence and communicate the decision to all members.

In all cases, the final decision of whether to engage or retain a person to work with children rests with AUTC. AUTC must retain appropriate records as evidence that decisions made by your club are rigorous, defensible and transparent.

2. Who is not allowed to work with children?

It is up to AUTC to decide if someone's criminal history should preclude them from being hired or continuing to act in their current role. This must be determined on a case by case basis. Even if a police check reveals a criminal record, it may still be acceptable for a person to work with children. When making an assessment of risk based on a person's criminal history, AUTC will consider the seriousness and relevance of the conviction, the level of access the person has to children and the length of time since the conviction.

In assessing a person's suitability to work with children, AUTC adheres to the standards and guidelines set out in the 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 of the Department

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for Education and Child Development under Section 8A (j) of the Children's
Protection Act 1993.

In general, a person convicted of an offence involving serious violence, sexual assault, or where a child was the victim, would not be regarded as suitable to work with children. AUTC will also consider the relevance of the conviction to the job role. For example, where a position involves the transport of children, a history of road traffic offences involving unsafe driving would generally be a bar to employment/supervisory duties. In some cases, a long period of good behaviour since conviction may be sufficient to "wipe the slate clean". However, no general rule or rule of thumb can replace the need for an examination of the facts of the individual case. If unsure, it is recommended that AU Sport be contacted on the matter.

Under the Child Sex Offenders Registration Act 2006, some people are absolutely prohibited from working with children because they have been convicted of serious offences against children (generally sex offences or offences of violence with a sexual element).

Procedural fairness and records management

AUTC must ensure procedural fairness throughout the assessment and decision making process. The decision to retain the services of a person with recorded convictions should be rigorous, defensible and transparent.

Procedural fairness, in practice, means that AUTC must provide people with an opportunity to:

- Confirm their identity.
- Confirm the accuracy of any associated criminal history report or dispute its contents.

If a person's criminal history report indicates a criminal history, they should be given an opportunity to provide further information, such as details of the conviction or offence and the circumstances surrounding the offence, before AUTC assesses the criminal history information. Additional ways AUTC may observe the principles of natural justice include:

- Ensuring that the assessment process is accessible
- Giving the person the opportunity to provide information regarding their criminal history, or other information or references, and to consider this information
- Informing the person of any proposed decision to be made about them
- Providing the rationale for the decision

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- Giving them the right to have a full criminal history assessment decision reviewed in some circumstances by an independent body (ie the AU Sport appeals tribunal)

Any decision that a South Australian organisation makes may be reviewable by the Human Rights Commission.

3. Records management

In line with AU Sport's 'Privacy Policy'⁷, there are specific requirements for storing and recording information obtained through conducting criminal history assessments. AUTC must ensure that information is protected & confidentially stored and safeguards are in place to protect against loss, unauthorised access, modification, disclosure or other misuse.

AUTC should not retain a criminal history report once a decision has been made regarding a person's suitability to work with children. Criminal history reports should never be retained for more than three months.

As evidence that decisions made by AUTC are rigorous, defensible and transparent, AUTC should retain the following information regarding its decision:

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

⁷ See <https://www.theblacks.com.au/> or contact the Adelaide University Sport Office for a copy

Procedures for coaches and volunteers

All AUTC volunteers must be given clear guidance about what is expected of them in terms of behaviour, policies to follow, tasks required and what to do if an issue arises. Information about what is involved for those are considered a mandated notifier must also be provided.

This information must be communication to them in the recruitment process but also reiterated once they have been selected. This may be done at an induction or volunteer meeting by providing them with a handbook or folder with all necessary information and 'checking in' on them as the season progresses.

Suitability / modifications to club activities

Some AUTC activities, either sport specific or social, may need to be modified to suit the age of those involved. Touch SA may be contacted for guidance on sport specific modifications.

Modification of social activities is at the discretion of AUTC. When planning what social events to hold, event organisers will take into consideration age appropriateness and supervision.

Child Safe Officers

The role of the Child Safe Officer or Members Officer is to deliver advice and promote awareness within AUTC having attained certain competencies. This may include:

- Providing information/training to the committee, volunteers or the broad membership of the organisation
- Overseeing the distributing or promoting of the Child Safe policy and procedures to all AUTC members
- Assessing risks to child safety within AUTC and developing procedures to minimise this risk
- In conjunction with the AUTC committee, ensuring correct screening of all volunteers and employees according to the current legislation
- The Child Safe Officer may also be the first point of contact for members, who have concerns about a child or young person within the organisation or group

Competencies, which may assist this role, include:

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- Understanding the legislative requirements for AUTC to adopt appropriate screening processes for members involved with young participants.
- Understanding how and why child protection needs to be included in the AUTC's Member Protection Policy (MPP), or for a separate Child Protection Policy to be implemented if it does not have a MPP.
- Understand the definitions and indicators of child abuse and neglect.
- Acquire knowledge and understanding of the requirement under the Children's Protection Act of the legal responsibilities of volunteers working with children.
- Gain a broad knowledge of the processes and procedures when reporting child abuse or suspicion of abuse

Child Safe Officer Training

The Office for Recreation and Sport provides free training to support this role. The participant receives valuable resources to assist them in their role. Information regarding this training can be found on the Office for Recreation and Sport website www.recsport.sa.gov.au

Play by the Rules is a website, which provides information and online training on equal opportunity, conflict management and child protection to address inappropriate behaviour in sport. www.playbytherules.net.au

Often club members who are employed in a role which provides a service to children such as those in education or health and police officers, will be trained in Reporting Child Abuse (Mandated Reporting). These people may be suitable volunteers to take on this role.

Actions for dealing with conflict and abuse

All AU Sport Clubs should have documented procedures to deal with conflict and abuse or at least refer to the AU Sport Complaint Handling Policy and Guidelines. There should also be allocated key people, who deal with an issue if it arises. These people should be encouraged to complete the free complaint handling training offered by 'Play by the Rules' or attend other suitable training on offer.

When dealing with abuse, the following Office for Recreation and Sport resources are available:

- Responding to the child⁸
- Reporting process and procedures⁹

⁸See: <https://www.sa.gov.au/topics/education-skills-and-learning/health-wellbeing-and-special-needs/report-child-abuse/responding-to-a-child-about-abuse-or-neglect>

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Communication

All key information about the club's Child Safe policy, Code of Conduct and key personnel should be communicated to all AUTC members throughout the season/year. This may be done through:

- The club website
- Reminders in the club newsletter / social media communication
- Signage at the grounds
- Information nights
- Have conversations with parents about the issues
- Have age appropriate conversation with underage members about the issues
- Including it in parents and/or player handbooks

⁹See:<https://www.sa.gov.au/topics/education-skills-and-learning/health-wellbeing-and-special-needs/report-child-abuse/report-child-abuse>