



**ADELAIDE
UNIVERSITY
SPORT**

Child Safe Environment Policy

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Background

Adelaide University Sport and Fitness (AUSF) is committed to providing child safe environments for sport and recreation according to the Children and Young People (Safety) Act 2017 and the Child Safety (Prohibited Persons) Act 2016.

AUSF is committed to providing a child safe environment, which includes the following:

- taking a preventative, proactive and participatory stance on child protection issues
- valuing and embracing the opinions and views of children and young people
- assisting children and young people to build skills that will assist them to participate in society
- focusing on the protection of children and young people and take action to protect them from harm
- providing parents, guardians or carers with evidence of child safe environment policy and procedures when requested.

This Policy demonstrates the strong commitment of AUSF to the safety of children and young people and establishing and maintaining child safe and child friendly environments.

We aim to create a child safe and child friendly environment where all children and young people are respected, valued and encouraged to reach their full potential.

Purpose

This Policy is designed to:

- show staff, volunteers, parents, guardians, carers, children and young people at AUSF are committed to the safety and wellbeing of children and young people;
- set out appropriate standards of behaviour and practices for people working and volunteering with children and young people;
- increase staff and volunteer awareness of risks to children and young people and the strategies in place to minimise them; and
- build staff and volunteer knowledge of how to identify if a child or young person is, or may be, at risk and respond appropriately.

Application

This Policy applies to AUSF and to all AUSF Affiliated Clubs. Affiliated Clubs may also be required to meet the requirements of child safe environments as defined by their State Sporting Organisation (SSO) or National Sporting Organisation (NSO).

Review

This Policy is reviewed according to the Document and Data Control Policy and at minimum reviewed and updated every 5 years.

Definitions

Child Safe Officer	The role of the Child Safe Officer is to deliver advice and awareness training within their club, having attained certain competencies. They can also be the first point of contact for members who have concerns about a child or young person within the organisation or group.
Member Protection Information Officers	Member Protection Information Officers (MPIOs) play an important role as they are the persons responsible for

	<p>providing information and options to an individual making a complaint or raising a concern, as well as giving support during the process.</p>
<p>Mandated Notifier</p>	<p>Mandated notifiers are legally required to notify the Department for Child Protection if they suspect on reasonable grounds that a child or young person is, or may be, at risk.</p> <p>Under the Children and Young People (Safety) Act 2017 (Safety Act), the following people are mandated notifiers:</p> <ul style="list-style-type: none"> ▪ medical practitioners ▪ pharmacists ▪ registered or enrolled nurses ▪ dentists ▪ psychologists ▪ police officers ▪ community corrections officers ▪ social workers ▪ ministers of religion ▪ employees or volunteers in an organisation formed for religious or spiritual purposes ▪ teachers employed to teach in a school, preschool or kindergarten ▪ employees or volunteers in an organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children, being a person who: <ul style="list-style-type: none"> ○ provides such services directly to children or young people; or ○ holds a management position in the organisation and supervises or has direct responsibility for providing those services to children and young people; and ▪ An officer or employee of a prescribed organisation (Safety Act (SA 2012) section 114) who holds a management position in the organisation and supervises or has direct responsibility for providing services to children.

Policy

Risk Management

AUSF has a comprehensive Risk Management Policy and Risk Register. As part of this process, AUSF and Affiliated Clubs are annually required to assess child protection practices and treat any risks identified.

Code of Conduct

AUSF has a Code of Conduct, which defines expected standards of behaviour for all those involved in AUSF, Affiliated Clubs, and the broader community engaging with AUSF.

Degree of Participation

AUSF actively involve the participation of children and young people, where appropriate, particularly in the AUSF School Holiday Program and junior members.

Personal and Sensitive Information

All data and information is managed according to our Privacy Policy.

Screening and Supervision

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

This will be achieved using a range of screening measures such as the Department of Human Services (DHS) Working with Children Checks (WWCC), signed declarations, referee checks, and other relevant background checks. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

WWCC

WWCC aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

AUSF will ensure that WWCC are conducted for employees and volunteers working with children, where an assessment is required by law. Clubs are required to ensure that the same checks are completed for their volunteers. A WWCC can be applied for by affiliated club volunteers on the AUSF website.

WWCC requirements are listed in a [Fact Sheet](http://www.playbytherules.net) available on the Play by the Rules website: www.playbytherules.net

Detailed information, including the forms required to complete a Working with Children Check, are available from the Department for Education and Child Development [www.families.sa.gov.au/childsafes] and National Police Check [www.police.sa.gov.au]

Professional Development

AUSF complete training through Play By the Rules.

AUSF will ensure that volunteers and employees who work with children or have access to their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

AUSF will also support mandated notifiers who are engaged in the delivery of sport and recreation to children, or hold a management position where their duties include direct responsibility for, or direct supervision of, the provision of those services to children) under to meet their legal obligation to notify of any reasonable suspicion of child abuse.

For Clubs that have official junior programs, AUSF recommends that a Child Safe Officer be appointed. In other cases, AUSF is the first point of contact to report concern.

Reporting and First Response to Suspected Abuse and Neglect

AUSF will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

AUSF will make all volunteers and employees aware of their responsibilities under respective state laws 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 acting inappropriately towards a young person or child; or is breaching the code(s) of practice set out, a complaint can be made as per the AUSF Complaints Handling Procedure.

Any person who believes a child is in immediate danger or in a life threatening situation, should contact the police immediately.

Breaches of Child Safe Environment Policy

Breaches of Child Safe Environment shall be reported to AUSF using the form provided in Appendix 1 of this Policy. The report will be managed according to the process described in Appendix 2.

The requirements for mandatory reporting in South Australia shall be followed:

<https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role>

Support for AUSF Affiliated Clubs

On behalf of all AUSF Affiliated Clubs, AUSF will facilitate the achievement of Child Safe Environments and will maintain a 'Compliance Statement'. In return, Clubs must ensure that they are meeting the requirements of Child Safe Environments at AUSF.

A letter of confirmation provided to AUSF by Clubs is required to confirm compliance with this Policy. AUSF do not audit clubs for compliance.

References

Privacy Policy, 025

Children and Young People (Safety) Act 2017

Child Safety (Prohibited Persons) Act 2016.

Appendix 1: Procedure for Handling Allegations of Child Abuse

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with AUSF in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the General Manager of AUSF [or the SSO or NSO] so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- AUSF will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of AUSF.
- AUSF will consider what services may be most appropriate to support the child and his or her parent/s.
- AUSF will consider what support services may be appropriate for the alleged offender.

- AUSF will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by AUSF, the SSO or the NSO)
- AUSF will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in the AUSF Member Protection Policy.
- Where required AUSF will provide the relevant government agency with a report of any disciplinary action taken.

Appendix 2: Template for Confidential Record of Child Abuse

Allegation

Before completing, ensure the procedures outlined in Procedure for Handling Allegations of Child Abuse (provided in Appendix 3) have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official 	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.