



# **Child Safety Standards and Code of Conduct**



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# Child Safety Standards – Overview

## Introduction

Pascoe Vale Football Club is committed to providing a safe environment for all children and young people and takes active steps to protect them against abuse. To achieve this, the club has developed and actively enforces Child Safety Strategies to ensure that any person involved in 'child connected work', is aware of their obligations and responsibilities for ensuring the safety of all young people under their care.

In accordance with amendments to the [Victorian Child Wellbeing and Safety Act 2005 \(Vic.\)](#), Pascoe Vale Football Club maintains a culture of 'no tolerance' to child abuse. To achieve this, it has established a holistic Child Safety Strategy incorporating the processes, policies and procedures listed below.

Pascoe Vale Football Club's Child Safety Strategy includes, but is not limited to the:

1. Establishment of strategies for embedding a culture of child safety across all club activities.
2. Maintenance and communication of a policy affirming the Club's commitment to child safety and the promotion of an environment where children and young people feel respected, valued, and encouraged to reach their full potential.
3. Maintenance and implementation of a Child Safety Code of Conduct.
4. Established processes for screening, supervision, training, and other human resource practices to reduce the risk of child abuse and promote a child safe environment.
5. Maintenance and communication of procedures for responding to and reporting child safety complaints, suspected abuse, disclosures, or breaches of the Child Safety Code of Conduct.
6. Risk Management strategies to identify and reduce or remove risks of child abuse.
7. Maintenance of strategies to promote participation and empowerment of children and young people in creating an environment where they feel respected, valued and are capable of reaching their full potential.

## Scope

Pascoe Vale Football Club Child Safety Standards apply to any individual engaged by the club, the president, committee members, child safety officer, administrators, all coaches, officials, team managers, contractors, volunteers, parents, and players. Failure to comply with any aspect of the club's Child Safety Standards may result in criminal proceedings in accordance with the *Child Wellbeing & Safety Act 2005 (Vic.)*, the *Crimes Act 1958 (Vic.)*, the *Children, Youth and Families Act 2005 (Vic.)* and the recommendations of the *Betrayal of Trust Report 2013*.

## Definitions

Child: Any child or young person associated with the club.

Child Connected Work: Work authorised by club officials or committee, performed by an adult in any environment while children or young people are present or are reasonably expected to be present.

Child Abuse: Includes:

- a. Any Act committed against a child involving:
  - i. A sexual offence
  - ii. An offence under section 49B(2) of the Crimes Act 1958 (grooming)
- b. The infliction, on a child of:
  - i. Physical violence
  - ii. Serious emotional or psychological harm
- c. Serious Neglect of a child.

Child Neglect: The failure by a parent or caregiver to provide a child, where they are in a position to do so, with conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing.

Child Physical Abuse: Generally, child physical abuse refers to the non-accidental use of physical force against a child that results in harm to the child. Physically abusive behaviour including shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling, and poisoning. The fabrication or induction of an illness by a parent or carer (previously known as Munchausen syndrome by proxy) is also considered physically abusive behaviour.

Child Protection: Statutory services designed to protect children who are at risk of serious harm.

Child Sexual Abuse: Any sexual activity between a child under the age of consent (16) and an adult or older person (ie. a person five or more years older than the victim) is child sexual abuse.

Child sexual abuse can also be:

- » Any sexual behaviour between a child and an adult in a position of power or authority over them (eg. a coach); the age of consent laws does not apply in such instances due to the strong imbalance of power that exists between young people and authority figures, as well as the breaching of both personal and public trust that occurs when professional boundaries are violated.
- » Any sexual behaviour between a child and an adult family member, regardless of issues of consent, equality, or coercion.
- » Sexual activity between peers that is non-consensual or involves the use of power or coercion.
- » Non-consensual sexual activity between minors (eg. a 14-year-old and an 11-year-old), or any sexual behaviour between a child and another child or adolescent who, due to their age or stage of development, is in a position of power, trust, or responsibility over the victim. Sexual activity between adolescents at a similar developmental level is not considered abuse.

Child Safety: Encompasses matters relating to protecting all children from child abuse, managing the risk of abuse, providing support to a child at risk of child abuse and responding to incidents or allegations of child abuse.

Mandatory Reporting: The legal requirement to report suspected cases of child abuse and neglect is known as mandatory reporting. Mandated persons include teachers, nurses, police, psychologists, psychiatrists, and medical practitioners.

Reasonable Belief: When a member of the club is concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to Club representatives or the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

Club Environment: Any physical or virtual place made available, or authorised, by Club Management or the Committee for use by a child or young person including:

- a. Club Rooms, Training Grounds and Venues
- b. Online environments, including email and social networking
- c. Other locations authorised by Club Officials or the Committee for a child or young person to use including training, game day preparation, competitions, club, and other events.

Volunteer: Any non-paid individual who willingly provides their time for services. This includes supporting the club in any capacity as a president, committee member, child safety officer, administrator, official, coach, or team manager.

## **The Club's Commitment to Ensuring Child Safety**

All children and young people associated with Pascoe Vale Football Club have the right to feel safe. The wellbeing of children and young people will always be our club's first priority. The club aims to create a child safe environment where children and young people feel valued and respected by committing to the following arrangements.

## **The Club's Commitment to our Children and Young People**

- » We commit to the safety and wellbeing of all children and young people associated with our club.
- » We commit to providing children and young people with positive and nurturing experiences.
- » We commit to listening to children and young people and empowering them by taking their views seriously and addressing any concerns that they raise with us.
- » We commit to taking action to ensure that children and young people are protected from abuse or harm.

- » We commit to teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.
- » We commit to seeking input and feedback from children and young people regarding the creation of a safe club environment.

## **The Club's Commitment to Parents and Guardians**

- » We commit to communicating honestly and openly with parents and guardians about the wellbeing and safety of their children.
- » We commit to engaging with, and listening to, the views of parents and guardians about our child-safety practice, policies, and procedures.
- » We commit to transparency in our decision-making with parents and guardians where it will not compromise the safety of children or young people.
- » We commit to acknowledging the cultural diversity of children and young people and families and being sensitive to how this may impact on children and young people.
- » We commit to continuously reviewing and improving our systems to protect children and young people from abuse.

## **The Club's Commitment to Committee Members, Child Safety Officers, Administrators, Officials, Coaches, Team Managers, Contractors and Volunteers**

1. We commit to providing all committee members, child safety officer, administrators, officials, coaches, team managers, contractors, and volunteers with the necessary support to enable them to fulfil their roles. This will include regular and appropriate learning opportunities.
2. We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and the protection of children and young people. This will include regular briefings and annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and responsibilities to report concerns.
3. We commit to listening to all concerns voiced by committee members, child safety officers, administrators, officials, coaches, team managers, contractors, and volunteers about keeping children and young people safe from harm.
4. We commit to providing adequate resources to support committee members, child safety officers, administrators, officials, coaches, team managers, contractors and volunteers meet and exceed their Child Safety obligations.
5. We commit to appointing a 'Child Safety Officer', to further promote child safety and support all members of the organisation to understand, meet and exceed their Child Safety obligations.
6. We commit to providing support to any committee member, child safety officer, administrator, official, coach, team manager, contractor or volunteer who reports a child safety complaint, suspected abuse, disclosure, or breaches of the Child Safety Code of Conduct.



7. We commit to providing opportunities for committee members, child safety officers, administrators, officials, coaches, team managers, contractors, and volunteers to receive a formal debriefing and counselling arising from incidents of the abuse of a child or young person.

# Standard One – Organisational Culture of Child Safety

The protection of children and young people from abuse is everybody's responsibility, Pascoe Vale Football Club President and Committee take the leading role in promoting a culture of child safety across all aspects of the club's activities.

The club president, committee members, child safety officer, administrators, officials, coaches, team managers, contractors and volunteers have a responsibility to act to protect children and young people from abuse and to build an environment where children feel respected, valued, and encouraged to reach their full potential. The club maintains a 'culture of child safety' through proactive management which demonstrates, and insists of others, appropriate values, attitudes, and behaviours to ensure the safety of all who are associated with the club. Pascoe Vale Football Club fosters a culture of openness, inclusiveness, and awareness, where children, young people and adults know how to respond if they suspect or are subject to abuse or inappropriate behaviour.

The club president, committee members, child safety officer, administrators, officials, coaches, team managers, contractors and volunteers must also acknowledge the importance of cultural safety for Indigenous children and those from culturally and linguistically diverse backgrounds, including that of children with a disability.

**Pascoe Vale Football Club maintains a 'culture of child safety' by actively implementing the strategies listed below in accordance with its moral and legal obligations and *Victorian Legislation*.**

## **The Club President, Committee Members and Child Safety Officer Responsibilities**

Pascoe Vale Football Club President and committee members take their responsibility to protect children and young people very seriously. The club president and committee members take the lead in promoting an environment where children and young people feel safe, respected, valued and are capable and confident of reaching their full potential.

Pascoe Vale Football Club president, committee members and child safety officers, are responsible for embedding a culture of child safety across all aspects of the club's activities by ensuring the following:

1. Identifying and assessing potential risk of abuse to children and young people via established risk management strategies.
2. Creating an environment for children and young people to be safe and to feel safe.
3. Upholding high principles and standards for all committee members, child safety officers, administrators, officials, coaches, team managers, contractors, and volunteers.



4. Promoting models of behaviour between adults, children and young people based on mutual respect and consideration.
5. Developing and communicating child safe policies and procedures outlining the Club's commitment to promoting children's wellbeing and protection from abuse.
6. Developing and communicating codes of conduct which specifies the standards of conduct and care required when participating in Child Connected Work.
7. Appointing a 'Child Safety Officer' to promote child safety and support all members of the club to understand, meet and exceed their Child Safety obligations.
8. Ensuring thorough and rigorous practices are applied when screening and authorising any person to participate in Child Connected Work.
9. Ensuring that all club members have regular and appropriate development opportunities to enhance their knowledge of openness to and ability to address child safety matters.
10. Promoting inclusion of all children, young people, and their families from diverse cultural backgrounds and those with disabilities.
11. Empowering and promoting the participation of children and young people in decision-making by providing opportunities for them to express their views on child safety and then incorporate this feedback to improve your policies and practices.
12. Immediately respond to any child safety complaint, disclosure, breach of the Child Safety Code of Conduct or suspected abuse in accordance with its reporting requirements.
13. Providing regular opportunities to clarify and confirm legislative obligations, policies, and procedures in relation to child and young people's protection and wellbeing.
14. Ensuring the club meets the specific requirements of the Victorian Children, Child Wellbeing and Safety Act 2005.

## **Responsibilities of Administrators, Officials, Coaches, Team Managers, Contractors and Volunteers:**

Administrators, officials, coaches, team managers, contractors and volunteers authorised to participate in Child Connected Works have an obligation to foster a culture of safety for all children and young people by:

1. Treating children and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care.
2. Understanding and complying with legislative requirements and other club processes in the course of their work.
3. Demonstrating a commitment to displaying appropriate behaviours in accordance with the club's Child Safety Code of Conduct.
4. Providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured.
5. Undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people.
6. Immediately report any child safety complaint, disclosure, breach of the Child Safety Code of Conduct or suspected abuse to the club's Child Safety Officer, the club's president, or a member of the committee.

7. Assist the club president and members of the committee empower and promote the participation of children and young people in decision-making by providing opportunities for children to express their views on child safety.
8. Assisting children and young people to develop positive, responsible, and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse.
9. Abide by the club's Child Safety Code of Conduct.

## **Maintaining and Communicating the Club's Commitment to Child Safety Standards**

Pascoe Vale Football Club maintains a Child Safety Policy outlining key elements of its approach to creating and sustaining a Child Safe environment. The Policy has been developed by the club's committee in consultation with an external consultant and affirms the club's commitment to a 'zero tolerance' towards child abuse and its commitment to upholding the best interest of children and young people. The Policy also demonstrates a commitment to keeping children and young people safe and how it actively works to listen to and empower them.

The club's Child Safety Policy is displayed in all clubrooms and is made publicly available via the club's website. This policy and the accompanying Child Safety Code of Conduct are communicated to any individual intending to participate in Child Connected Works prior to commencing work and at least annually subsequent to this.

Pascoe Vale Football Club reviews this policy every three years or more frequently as required when there has been a change to the work environment or work arrangements that may impact on the protection of children or young people.

## **Maintaining and Communicating the Club's Code of Conduct to Ensure Child Safety**

Pascoe Vale Football Club maintains a Code of Conduct applicable to the club president, committee members, child safety officers, administrators, officials, coaches, team managers, contractors and volunteers that clearly defines expectations, boundaries, ethical behaviours, as well as acceptable and unacceptable relationships.

Pascoe Vale Football Club believes that by defining the expectation for the club president, committee members, child safety officers, administrators, officials, coaches, team managers, contractors and volunteers intending to participate in to 'Child Connected Work' they are more likely to act appropriately. The Code of Conduct enables the Pascoe Vale Football Club to take immediate action when an individual acts in an unacceptable manner, which may result in referral to the Department of Health and Human Services or Victorian Police. This process is supported by the club's complaints procedure.

The club's Child Safety Code of Conduct is displayed in all clubrooms and made publicly available via the club's website. The Code of Conduct is communicated to new club members and those intending to participate in Child Connected Works prior to commencing work and at least annually subsequent to this.



The club president and committee members, in consultation with the club's Child Safety Officer vigilantly monitor club members behaviour and regularly remind administrators, officials, coaches, team managers, contractors and volunteers of their responsibilities at the commencement of each season.

Pascoe Vale Football Club reviews its Child Safety Code of Conduct every three years or more frequently in the event of a complaint, or when there has been a change to the work environment or work arrangements that may impact on the protection of children and young people.

# Standard Two – Child Safety Policy

## Introduction

Pascoe Vale Football Club is committed to providing a safe environment for all children and young people and takes active steps to protect them against abuse. To achieve this, the club has developed and actively enforces Child Safety Strategies to ensure that any person involved in 'Child Connected Work' is aware of their obligations and responsibilities for ensuring the safety of all children under their care.

In accordance with amendments to the [Victorian Crimes Act 1958](#), Pascoe Vale Football Club maintains a culture of 'no tolerance' to child abuse and to support this has established minimum Child Safety Standards.

## Purpose

The purpose of this policy is to demonstrate Pascoe Vale Football Club's commitment to ensuring Child Safety and to illustrate the measures implemented by the club to maintain a safe, supportive environment, as well as processes for responding to suspected abuse.

## Scope

This policy and associated procedures apply to the club president, committee members, child safety officer, administrators, officials, coaches, team managers, contractors and volunteers and any member intending to participate in "Child Connected Works".

## Commitment to Child Safety

All children and young people associated with Pascoe Vale Football Club have the right to feel safe. The club affirms its commitment to child safety by adopting a 'zero tolerance' to child abuse and by actively implementing and managing strategies to help protect children and young people from harm.

Initiatives undertaken to ensure the safety of children and young people associated with Pascoe Vale Football Club include the following:

- » An annual assessment of the effectiveness of its Child Safety Management Strategies to identify areas for improvement.
- » A Code of Conduct defining expectations, boundaries, ethical behaviours, and acceptable and unacceptable relationships.
- » Processes for the screening and authorising individuals intending to participate in 'Child Connected Work'.
- » Procedures for responding to and reporting suspected Child Abuse.

- » Inclusion and empowerment of all children and young people in the establishment of Child Safety strategies.
- » A commitment that promotes safety of Indigenous children, children with disabilities and those from culturally and/or linguistically diverse backgrounds.

Pascoe Vale Football Club maintains associated procedures, codes of conduct and strategies to create a child safe environment in the following areas.

## **Risk Management**

Pascoe Vale Football Club recognises the importance of minimising the potential of Child Abuse or harm and uses this process to inform our policies, procedures, codes of conduct and activity planning. In addition to the processes for the general management of Health, Safety and Welfare risks the club proactively manages risk via a formal assessment process.

## **Code of Conduct**

Pascoe Vale Football Club enforces a Child Safety Code of Conduct for any person intending to participate in 'Child Connected Works' that clearly defines expectations, boundaries, ethical behaviours and acceptable and unacceptable relationships.

This Code of Conduct aims to provide guidance and support to individuals so that they feel valued, respected, and fairly treated. It is provided to any person intending to participate 'Child Connected Work' and must be adhered to at all times.

## **Screening and Authorisation Processes**

Pascoe Vale Football Club adopts a process of authorisation which includes the screening of individuals intending to participate in 'Child Connected Works'. Working With Children Checks (WWCC) must be maintained as a minimum. (Coaches, Team Managers and Volunteers under the age of 18 do not require a WWCC). The authorisation process also requires individuals to read and sign the club's Child Safety Code of Conduct and Volunteer Duty Statement.

Club members are provided with regular development opportunities, support, supervision, and training to assist with addressing child safety matters.

## **Responding to and Reporting Child Safety Concerns or Abuse**

Pascoe Vale Football Club has appointed a Child Safety Officer ([see website](#)) with specific responsibilities for responding to reports or complaints made by any club member relating to child safety concerns or abuse. The club's Child Safety Officer works closely with president and committee members to ensure Child Safety Standards are maintained and all child safety complaints, suspected abuse, disclosures, or breaches of the Child Safety Code of Conduct are immediately addressed.

Where a club member has significant concerns for the wellbeing of a child or young person they must report their concerns immediately to the President, a member of the committee or the Child safety officer before contacting the Department of Health and Human Services (DHHS) Child Protection. Club members will be supported through all aspects of the reporting process.

The club's reporting procedure is located on its website.

## **Inclusion and empowerment of all children and young people**

Pascoe Vale Football Club works with children and young people to ensure that they are empowered to understand their rights, recognise what abuse is and encourage them to speak up when they feel uncomfortable or afraid. All members of the club actively encourage children and young people to express their views on matters that directly affect them. The club educates children and young people on strategies they can adopt if they feel unsafe.

## **Valuing Diversity**

Pascoe Vale Football Club values diversity and does not tolerate discriminatory practices.

To achieve this the club:

- » Promotes the cultural safety, participation and empowerment of Indigenous children and their families.
- » Promotes the cultural safety, participation, and empowerment of children from cultural and/or linguistically different backgrounds.
- » Welcomes children with disabilities and their families and actively promotes their participation.
- » Seek to engage club members from a culturally diverse background.

## **Review of this Policy**

Pascoe Vale Football Club reviews its Child Safety Policy every three years and more frequently in the event of a complaint or when there has been a change to club activities or arrangements, that may impact on the protection of children and young people.

Club President' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Standard Three – Child Safety Code of Conduct

## Introduction

This Code of Conduct has a specific focus on safeguarding children and young people at Pascoe Vale Football Club against sexual, physical, psychological, and emotional abuse or neglect. It has been developed in accordance with amendments to the [Victorian Crimes Act 1958](#) and defines expectations of those who wish to engage in 'Child Connected Works' or who may, at times, act as volunteers.

## Purpose

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards children and young people. It aims to protect children and reduce any opportunity of abuse or harm to children. This Code of Conduct also provides club members with guidance on how best to support children or young people, and how to avoid or better manage difficult situations.

## Scope

This Code of Conduct applies to the Club President, Committee Members, Child Safety Officer, Administrators, Officials, Coaches, Team Managers, Contractors and Volunteers and any member intending to participate in "Child Connected Works".

## Child Connected Work

Child Connected work is defined as: *'Work authorised by club officials or member of the committee, performed by an adult in an environment while children are present or are reasonably expected to be present'*.

For the purpose of this Child Safety Code of Conduct, 'Child Connected Work' includes activities such as coaching, acting in the role of administrator, official, team manager or providing contract services, as well as volunteering in any capacity.

## Acceptable behaviours

The Club's President, Committee Members, Child Safety Officer, Administrators, Officials, Coaches, Team Managers, Contractors and Volunteers are responsible for supporting the safety of our children, young people, and members of the broader Pascoe Vale Football Club community by complying with the following 'acceptable behaviours':

- » Adhering to the 'Child Safety Code of Conduct' (this Code) and associated procedures at all times.
- » Taking all reasonable steps to protect children and young people from all forms of abuse.
- » Respecting the privacy of all children, young people, and their families.
- » Ensuring at all times that those participating in 'Child Connected Works' are never left alone with a child or young person (with the exception of their own children). Where possible children and young people should remain in groups at all times. Where this is not possible, all 'Child Connected Works' must be undertaken in an open and visible environment, in close proximity to other adults.
- » Treating everyone with respect including children, young people, other club members, parents, and guardians, as well as opposing players, coaches, officials, and supporters.
- » Listening and responding to the views and concerns of children and young people, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another child. These disclosures must be reported to the club's Child Safety Officer, Club President, or a member of the Committee immediately.
- » Promoting the cultural safety, participation and empowerment of all children and young people in all activities, including those from diverse backgrounds.
- » Maintaining relationships with other club members and their children, or young people that are supportive and respectful.
- » Reporting all child safety complaints, suspected abuse, disclosures, or breaches of the Child Safety Code of Conduct to the club's Child Safety Officer, club president or a member of the committee immediately.

## Unacceptable Behaviours

The Club President, Committee Members, Child Safety Officer, Administrators, Officials, Coaches, Team Managers, Contractors and Volunteers must not:

- » Ignore or disregard any child safety complaints, suspected abuse, disclosures, or breaches of the 'Child Safety Code of Conduct'.
- » Maintain relationships with other club members that exposes, or has the potential to expose, any child or young person to intimidation, ridicule, abuse, violence, bullying or neglect.
- » Disclose with any person, including their own children or a young person, confidential information obtained as a result of participating in 'Child Connected Works'. (ie. discussing with any person, a child or young person's medical conditions, fears or weaknesses).
- » Develop 'special' relationships with children or young people that could be construed as favouritism (such as the offering of gifts or special treatment).
- » Exhibit behaviours with children or young people, which may be construed as unnecessarily physical (outside of what is considered reasonable and appropriate in a club training session). This includes behaviour including unnecessary holding, massaging, cuddling, or touching a child or young person in an inappropriate and/or culturally insensitive manner.



- » Do things of a personal nature that a child or young person can do for themselves (such as toileting or changing clothes).
- » Being naked in the presence of children or young people.
- » Sleep in the same bed, sleeping bag or tent as a child or young person, unless that child or young person is a member of their own family.
- » Speak to a child or young person in any harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating manner. Using inappropriate language or swearing is also unacceptable.
- » Display any behaviour or participate in conversations, in person or 'on-line', which could be construed as inappropriate or disrespectful to those who may overhear or view it. In particular children, young people and those from diversely cultural backgrounds. This includes displaying opinions or making comments that may degrade, ridicule, intimidate or bully a child, young person, or members of the club.
- » Engage in open discussions of a mature or adult nature with and/or in the presence of children or young people.
- » Possess sexually explicit or culturally offensive materials including magazines, videos, films, or messages in the presence of children or young people. This includes mobile devices.
- » Exchange personal contact details such as phone numbers, social networking sites or email addresses with a child or young people without their parents or guardians consent and the club's knowledge.
- » Have unauthorised contact with children or young people 'online' via email, social media networking sites, by text message or other means. ('Unauthorised' means without the consent of the child or young person's parent/s or guardian/s).
- » Meet up with children or young people outside of club activities or events or encourage such initiatives.
- » Use prejudice, oppressive behaviour, or language in the presence of, or with children, young people, and other members of the club.
- » Express personal views on cultures, race, ethnicity, sexuality, or disabilities in the presence of children, young people, and other members of the club.
- » Discriminate against any child, young person, or member of the club on the basis of culture, race, ethnicity or disability.
- » Be under the influence or effects of illegal drugs or alcohol when participating in 'Child Connected Works'.
- » Consume alcohol at a club venue or event outside of the clubs Alcohol Management Policy.
- » Photograph or video a child or young person without the consent of the parent or guardian. Club members are restricted to only photograph or video their children. These images must not be published on social media or in any other form without the prior consent of parents and guardians whose children may unintentionally appear in the images.



## Failure to Comply with this Code of Conduct

Where the Club President, a Committee Member, Child Safety Officer, Administrator, Official, Coach, Team Manager, Contractor or Volunteer is suspected of breaching any obligation, duty or responsibility outlined in this Code of Conduct, Pascoe Vale Football Club will take immediate action to address the concern. Where deemed appropriate, a breach of this Code of Conduct may be referred to the Department of Health and Human Services (DHHS) or Victorian Police.

## Acknowledgement

I have read and understood this Code of Conduct and agree to display behaviours that safeguard children, young people, and members of Pascoe Vale Football Club against sexual, physical, psychological, and emotional abuse or neglect.

Name:

Signature:

Date:

President's / Child Safety Officer / Nominee Name:

Signature:

Date:

# Training, Match Day, and Event Arrangements

## Introduction

Pascoe Vale Football Club has established specific Training, Match Day and Event Arrangements that provide guidance to those participating in 'Child Connected Work' on how to establish and maintain a safe and supportive environment for all children and young people.

In accordance with requirements of the Child Safety Standards Pascoe Vale Football Club has identified through the risk assessment process that activities such as training, match day and club events present potential risk for child abuse and implement specific arrangements to reduce the likelihood of harm.

## Purpose

The purpose of Training, Match Day and Event Arrangement is to establish clear guideline to be implemented by any individual participating in 'Child Connected Works' to further protect children and young people and reduce any opportunity of abuse or harm.

## Scope

Training, Match Day and Event Arrangement requirements applies to the club president, committee members, child safety officer, administrators, officials, coaches, team managers, contractors and volunteers and any member intending to participate in "Child Connected Works".

## Training and Match Day

To ensure the safety and support of all children and young people participating in training and match day activities it is the responsibility of the coach, team manager, officials, or any volunteer to ensure:

- » All training and match day activities are conducted in an open environment in clear view of any parent, guardian or club member who may wish to observe.
- » One-on-one discussions with children and young people should also be conducted in an open environment in clear view of others. If a discussion occurs indoors, all doors must remain open with visible access.
- » Any individual observed acting in a suspicious manner or taking unauthorised photos of children or young people at training is to be approached (if safe to do so) and requested to leave the area. Such an incident must be immediately reported to the club president, Child safety officer or a member of the committee, who will determine the requirement for any further action.

- » Be reasonable in your demands of children and young people. Consider their age, developmental level, and maturity. Provide an environment and facilities that will enable them to feel comfortable and confident to participate. Children and young people are not elite athletes and all coaches, team managers, officials and any volunteer are to provide a supportive and nurturing environment.
- » Language used by all coaches, team managers, officials and any volunteer should:
  - \* Provide clear direction, be encouraging and boost the child or young person's confidence.
  - \* Not be harmful, aggressive, threatening, frightening, profane or of a sexual nature.
  - \* Not be discriminatory, racist, or sexist, derogatory, belittling, or negative, such as calling a child or young person a 'loser' or telling them that they are too fat.
- » Be alert to cues from children and young people about how comfortable they feel in the presences of any coach, team manager, officials or any volunteer and respect their need to personal space.
- » Be cautious about physical contact during training or matches. Physical contact should be made in a way that makes a child or young person feel comfortable, for example, shaking hands, a congratulatory pat on the back for reassurance. Massaging a child or young person if you are not trained to do so or allowing a child to massage you is inappropriate physical contact.
- » If physical contact is required for demonstrations, explain the activity and what you will do, maintain a safe and appropriate distance. Never conduct demonstrations with a child or young person alone, always ensure it is conducted in an open environment in clear view of others.
- » Never use the change-room or shower in the presence of children or young people.
- » Observe appropriate dress standards when children and young people and ensure that there is no exposure to nudity.
- » Be aware of cultural norms that may influence the interpretation of your behaviour.

## Change-Rooms

Coaches, team managers, administrators, officials, and volunteers at Pascoe Vale Football Club, are required to supervise children and young people in change-rooms, whilst balancing their right to privacy. To ensure children and young people feel safe and their right to privacy is observed the following strategies will be implemented:

- » Adults including coaches must avoid one-on-one situations with children and young people in change-rooms.
- » Adults and coaches are not permitted to use the change-room or shower in the presence of children or young people.
- » Adequate supervising must be arranged when using 'away' or 'public' change-rooms. It is suggested that an official for each team be nominated to facilitate this duty. Supervision must ensure children and young people's right to safety and privacy at all times.

## Club Events

When an event is held at Pascoe Vale Football Club, such as registration and presentation days, final celebration and Christmas barbeques the following Child Safety Strategies will be implemented:

- » The club's child safety officer will be present at these events and will ensure that an appropriate level of supervision is provided. In the absence of the child safety officer, the club president, a committee members or suitable nominee will assume this role.
- » Attending club members will be reminded at the commencement of the event about their responsibility to ensure the safety of all children and in the event of alcohol being served, reminded attendees of responsibilities outlined in the clubs Alcohol Management Policy.
- » Attendees' attention will be draw to the club's Child Safety Code of Conduct which should be displayed on the wall of the clubrooms for reference.
- » For the duration of the event and where practical, the club's child safety officer or nominee will regularly patrol areas of the venue out of the immediate view of attendee to ensure the safety of children. This includes, but is not limited to the toilets, the foyer, backstage, the exterior of the venue and car park etc.
- » Where practical all areas not required for use during the event such as change rooms, storerooms, sheds etc. will be locked.
- » All areas will be sufficiently lit at all times.

The child safety officer or nominee will take immediate action in the event of inappropriate or suspected inappropriate behaviour. The immediate action will be to ensure the safety of the child or young person, followed by informing the president or committee members. Where deemed necessary, Victoria Police will be contacted.

## Overnight Stays and Sleeping Arrangements

Where a team or group of Pascoe Vale Football Club individuals are participating in a tournament or event that required an overnight stay, all practices and behaviours must be consistent with those expectation at all other sanctioned events. To further support the safety of children and young people attending the following strategies will be implemented:

- » All overnight stays must be authorised by the club president and committee.
- » Prior to being authorised the club president, committee members and child safety officer, in consultation with the relevant coach and team manager, will conduct a risk assessment to determine potential exposures to child safety. Appropriate control measure will be identified and communicated to all attending adults.
- » All supervising adults including coaches, team managers, administrators, officials and volunteers must hold a current Working With Children Check (WWCC), within 5 years of issue, have read and signed the club's Child Safety Code of Conduct and Volunteer Duty Statement.
- » Where practical children and young people should share accommodation with their parents or guardians. Where this is not possible arrangements must be made to ensure that the safety children and young is not compromised.

Arrangements include but should not be limited to the following:

- \* Adults must not be in a room with a child or young person alone.
- \* Adults must not share or sleep in a room with a child or young person alone. Where possible children and young people should share rooms and sleep in groups.
- \* Adults must not share a bed, sleeping bag or tent with a child or young person.
- \* Children and young people must never be left under the supervision or protection of unauthorised individuals such as hotel staff or friends.
- \* Children and young people should be provided with privacy when dressing and bathing etc.
- \* Appropriate dress standards must be observed when children and young people are present. ie. not exposing them to adult nudity.
- \* Children and young people must not be exposed or have access to pornographic material through access to television, movies, phones and social media sites, the internet, or magazines etc.
- \* Children and young people have the right to contact their parents or guardians if they feel unsafe, uncomfortable, or distressed during the stay.
- \* Parents can expect that their child or young person can, if they wish, make contact.

Pascoe Vale Football Club will take immediate action upon becoming aware of any breach of the above-mentioned Child Safety Strategies. The club president, committee members or the Child Safety Officer will implement measures to ensure the immediate safety of the relevant children and young people. Parents and guardians will be notified and where deemed necessary, the relevant authorities including the Department of Health and Human Services or Victoria Police will be contacted.

## Transporting Children and Young People

Where possible, children and young people should be transported to and from Pascoe Vale Football Club training, games and events by their parents or guardians. Where this is not possible or practical the following Child Safety Strategies are to be implemented:

- » Children and young people are only permitted to be transported by another club member with the permission of their parents or guardians.
- » Those permitted to transport children and young people must hold a current Working With Children Check (WWCC), within 5 years of issue, have read and signed the club's Child Safety Code of Conduct and Volunteer Duty Statement.
- » Those permitted to transport children and young people must hold a current driver's licence. In accordance with the *Victorian Road Safety Act 1986 Sect 18*, it is an offence to drive a motor vehicle without holding a current and valid driver's licence.
- » Drivers who hold a learner's permit are not authorised by Pascoe Vale Football Club to transport children and young people to and from training, games, and events. Where possible all drivers must hold a 'full license'. Those holding probationary licences are discouraged from transporting children and young people.

- » Drivers must ensure that they maintain annual registration and insurance for any vehicle they intend to transport children and young people in accordance with the *Victorian Road Safety Act 1986 Part 2*.
- » Pascoe Vale Football Club does not permit the transportation of children or young people that are not immediate family members, on the back of motorbikes or scooters.

Failure to comply with the abovementioned Child Safety Strategies may result in exclusion from any further permitted transportation of children and young people. Victoria Police may also be informed of any identified breach of the *Victorian Road Safety Act 1986*.

# Standard Four – Human Resource Practices to Ensure Child Safety

## Introduction

Pascoe Vale Football Club adopts administrative practices to ensure that any club member or those individuals affiliated with the club that intends to participate in 'Child Connected Work', is of suitable character and does not pose a risk to children or young people.

## Purpose

The purpose of the club's administrative practices is to establish clear guideline for the screening and ongoing monitoring of any individual intending to participate in 'Child Connected Works' to further protect children and young people and reduce any opportunity of abuse or harm.

## Scope

Administrative practices apply to the club president, committee members, child safety officer, administrators, officials, coaches, team managers, contractors and volunteers and any person intending to participate in "Child Connected Works".

## Screening Processes

Pascoe Vale Football Club acknowledges the importance of assessing any individual's character that intends to participate in 'Child Connected Works'. The club will ensure that all participants are of suitable character and do not have a relevant criminal record or any prior convictions. The club is committed to undertaking a thorough and rigorous screening process which maintains confidential at all times.

Pascoe Vale Football Club maintains three administrative mechanisms for authorising individuals to participate in 'Child Connected Works'.

1. Working With Child Check
2. Child Safety Code of Conduct
3. Volunteer Duty Statement

Pascoe Vale Football Club will not permit any individual to participate in 'Child Connected Works' without first providing copies of the abovementioned.





## Working With Children’s Checks

Working with Children’s Checks (WWCC) will be required for any individual intending to participate in ‘Child Connected Works’. WWCC screen an individual’s criminal record and professional conduct, acting as a mechanism for identifying those individuals who pose a risk to child safety.

A current WWCC (within 5 years of issue) is required for any individual who wishes to hold the position of club president, committee member, child safety officer, administrator, official, coach, team manager, contractor, and volunteer. A current copy of an individual’s WWCC must be provided to the nominated club representative prior to being permitted to participate in ‘Child Connected Works’.

## Monitoring

Pascoe Vale Football Club ensures the currency of all WWCC, signed Child Safety Codes and Volunteer Duty Statements via the maintenance of a Register. The Register titled Child Safety Compliance Register is updated at the commencement of each season and regularly monitored by the club president, members of the committee and Child Safety Officer.

WWCC - Register								Child Safety Code of Conduct (COC)				Volunteer Duty Statement (VDS)			
Surname	First Name	WWCC Number / VTS Registration	Relationship with School	WWCC / CRC Issue Date	Expiry Date (5 Years)	WWCC / CRC Renewal Due	Copy Taken	Child Safety COC Read & Signed	Expiry Date (1 Year)	CSC-COC Renewal Due	Copy Taken	VDS Read & Signed	Expiry Date (1 Year)	VDS Renewal Due	Copy Taken
						-	Click to View			-	Click to View			-	Click to View
						-	Click to View			-	Click to View			-	Click to View
						-	Click to View			-	Click to View			-	Click to View
						-	Click to View			-	Click to View			-	Click to View
						-	Click to View			-	Click to View			-	Click to View

## Police Checks

In addition to maintaining current WWCC, the club may request that those who could affect the financial standing of the club obtain a Police Check. This may be request for those within the club who:

- » Manage its financial matters.
- » Authorise payments on behalf of the club.
- » Have access to club bank accounts.
- » Handle money.

The club acknowledges that Police Checks differ from WWCC and provide a list of offences that are disclosed from a person’s national criminal record. It may look beyond those of a WWCC into areas of fraud and road offences.

## Child Safety Code of Conduct

Prior to being authorised to participate in ‘Child Connected Works’, candidates are required to read and sign a copy of the club’s Child Safety Code of Conduct.

Pascoe Vale Football Club's Child Safety Code of Conduct establish clear expectations for appropriate behaviour by adults towards children and young people. It aims to protect children and reduce any opportunity of abuse or harm. This Code of Conduct also provides club members with guidance on how best to support children or young people, and how to avoid or better manage difficult situations.

A copy of the signed Child Safety Code of Conduct must be provided to the nominated club representative prior to being permitted to participate in 'Child Connected Works'.

## **Volunteer Duty Statement**

Pascoe Vale Football Club maintains a Volunteer Duty Statement (VDS) outlining the club's expectation for any individual who volunteers or participates in 'Child Connected Works'. It is a requirement for all volunteers and those participating in 'Child Connected Works' to read, tick where required and sign the VDS prior to being authorised to commence work.

The clubs VDS establishes expectations for all volunteers and those participating in 'Child Connected Works' including the requirement to:

- » Maintain and provide a current copy of WWCC.
- » Read, sign, and return to the club a copy of the Child Safety Code of Conduct.
- » Provide relevant contact details and information.
- » Receive a briefing on the club's emergency management procedure.
- » Wear appropriate identification when representing the club.
- » Follow all reasonable instructions provided by the club president, committee, or coaching staff.
- » Abide by all associated club policies and procedures at all times.
- » Where possible avoid 'one-on-one' interaction with children other than their own in any capacity whilst at the club.
- » Maintain confidentiality when participating in 'Child Connected Works'.
- » Only take photos or videos of their own child. It is their responsibility to gain permission from other parents and guardian who child may unintentionally appear in the photo prior to publishing them or uploading them to social media.
- » No to post photos, videos, comments, or opinions on electronic platforms (social media, internet or via email) relating to their participation in 'Child Connected Works' on behalf of the club.

## **Support, Training and Supervision of Club Members and Volunteers to Ensure Child Safety**

Pascoe Vale Football Club is committed to providing any individual who participates in 'Child Connected Works' on behalf of the club with regular development opportunities, support, supervision and training relating to Child Safety and reporting processes.

Learning and training opportunities supported by the club include, but are not limited to:

- » Annual induction for all the club president, committee members, child safety officer, administrators, officials, coaches, team managers into the club's Child Safety Strategies and associated requirements.
- » Child Safety remains a regular agenda item at Committee Meetings. This assists in promoting a culture of zero tolerance to child abuse and facilitates communication and consultation on all matters relating to Child Safety.
- » Annual refresher on requirements for responding to allegations of abuse and legal obligations to report such allegations.
- » Annual refresher and acknowledgment of the Club's Child Safety Code of Conduct and associated requirements.

# Standard Five – Responding to Allegations of Child Abuse

## Introduction

Pascoe Vale Football Club maintains a formal process for responding to and reporting child safety complaints, disclosures, or breaches of the Child Safety Code of Conduct. This process is embedded into the Club's Child Safety Management System and is regularly communicated to all club members and those who participate in 'Child Connected Works'.

The club complies with legal obligations to protect children from the risk of abuses in accordance, the [Victorian Crimes Act 1958](#), [Victorian Youth and Families Act 2005](#) and recommendation from the [Betrayal of Trust Report 2014](#).

## Purpose

The purpose for maintaining a formal process for responding and reporting allegations of child abuse is to provide clear guidelines for the club president, committee members, child safety officer, administrators, officials, coaches, team managers, contractors, and volunteers when suspicions or disclosure of child abuse occur.

## Scope

Pascoe Vale Football Club's formal process for responding and reporting allegations of suspicions or disclosures of child abuse applies to the club president, committee members, child safety officer, administrators, officials, coaches, team managers, contractors and volunteers and any person who participates in "Child Connected Works".

## Responding to Disclosures or Allegations

Reporting child sexual abuse is a community-wide responsibility. Accordingly, a new criminal offence has been created in Victoria that imposes a clear legal duty upon all adults to report information about child sexual abuse to police.

Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

The club's, 'Responding to Allegations of Child Abuse' procedure assists all members of the Club's community to:

- » Identify the indicators of a child or young person who may be in need of protection.
- » Understand how a 'reasonable belief' is formed.
- » Make a report of a child or young person who they feel may be in need of protection.

- » Comply with reporting obligations under child protection laws, as well as legal obligations relating to child abuse and grooming under criminal law.

## **Types of Abuse and Indicators of Harm**

Child abuse can have a significant effect on a child or young person's physical or emotional health, development, and wellbeing. The younger a child the more vulnerable he/she is and the more serious the consequences are likely to be.

There are many indicators of child abuse and neglect. The presence of a single indicator, or even several indicators, does not prove that abuse or neglect has occurred. However, the repeated occurrence of an indicator, or the occurrence of several indicators together, should alert individuals to the possibility of child abuse and neglect. While any indicators of possible child abuse or neglect are concerning, it is important to know which indicators must be reported.

It is mandatory to report concerns relating to:

- » Physical abuse
- » Sexual abuse

While not mandated, making a report to the Department of Health and Human Services (DHHS) may also be needed for:

- » Emotional abuse
- » Neglect
- » Medical neglect
- » Family violence
- » Human trafficking (including forced marriage)
- » Sexual exploitation (including pornography and prostitution)
- » Risk-taking behaviour
- » Female genital mutilation
- » Risk to an unborn child
- » A child or young person exhibiting sexually abusive behaviours.

## **Forming a Reasonable Belief**

When a member of the club's community is concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

For example, a 'reasonable belief' might be formed if:

- » A child or young person states that they have been physically or sexually abused.
- » A child or young person states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves).
- » Someone who knows a child or young person states that they have been physically or sexually abused.
- » A child or young person exhibits sexually abusive or age-inappropriate behaviours.
- » Signs of abuse lead to a belief that the child or young person has been physically or sexually abused.

## Reporting Child Protection Concerns

Any individual who 'believes on reasonable grounds' that a child or young person is in need of:

- » Protection from physical harm or sexual abuse – must report their concerns to DHHS Child Protection Unit.
- » Protection from harm that is not believed to involve physical harm or sexual abuse – are encouraged to report their concerns to DHHS Child Protection Unit.
- » Therapeutic treatment – are encouraged to report their concerns to DHHS Child Protection Unit.

Any individual associated with the Pascoe Vale Football Club is encouraged to report any disclosures or suspected abuse to the club president, a committee member or the club's child safety officer prior to reporting to DHHS's Child Protection Unit or Child FIRST. Doing this aims to support the individual making the report.

NOTE# Child Protection is the Victorian Government Agency, provided by the DHHS, that protects children at risk of significant harm. Child Protection has statutory powers and can use these to protect children.

Child FIRST is the Family Information Referral Support Team run by a registered community service in a local area that can receive confidential referrals about a child of concern. It does not have any statutory powers to protect a child but can refer matters to family services.

## Child FIRST or Child PROTECTION?

There may be a range of circumstances and factors to consider when deciding whether to make report to Child Protection or refer to Child FIRST. There are many factors, or a combination of factors, that can adversely impact upon children's safety, stability, and development.

The following lists are intended to provide some basic guidance on how to decide whether to refer a matter to Child FIRST or make a report to Child Protection.

A referral to **Child FIRST** may be the best way of connecting children, young people, and their families to the services they need, where families exhibit any of the following factors:

- » Significant parenting problems that may be affecting the child's development
- » Family conflict, including family breakdown
- » Families under pressure due to a family member's physical or mental illness, substance abuse, disability, or bereavement
- » Young, isolated, or unsupported families
- » Significant social or economic disadvantage that may adversely impact on a child's care or development.

A report to **Child PROTECTION** should be made where you believe the child may be in need of protection from significant harm or damage to their health or development in connection with:

- » Physical abuse, non-accidental or unexplained injury (mandatory reporters must report)
- » Sexual abuse (mandatory reporters must report)
- » Emotional abuse or ill treatment
- » Persistent neglect, poor care, or lack of appropriate supervision
- » Persistent family violence, parental substance misuse or psychiatric illness, or intellectual disability
- » A child's actions or behaviour which places them at risk.

A report should also be made where a child appears to have been abandoned, or where the child's parents are dead or incapacitated, and no other suitable person is willing and able to care for the child.

## Child Safety Officer

Pascoe Vale Football Club has appointed a child safety officer responsible for taking immediate action and providing support in the event of a child safety complaint, suspected abuse, disclosures, or breaches of the Child Safety Code of Conduct. The club's Child Safety Officer, in consultation with the club president and members of the committee are responsible for managing the entire process in close consultation with all affected parties.

The Club's Child Safety Officer will immediately investigate all suspected Child Abuse claims or disclosures and will ensure:

- » They contact 000 if a child is in immediate danger.
- » Report the suspected abuse or disclosure to the club president immediately,

- » Make contact with the relevant association representative to inform them of the suspected abuse or disclosure and to seek support and advice,
- » Support of the child, parent and person who report the suspected abuse.
- » Provide support to any accused club member or volunteer.
- » Initiate internal processes to ensure the safety of the child.
- » Decide, in accordance with legal requirements and duty of care whether the matter should/must be reported to the Police or Child Protection Services.

## When to Report

The following table sets out when to report a concern that a child or a young person has been abused or is in need of protection.

### A child or young person in need of protection

Type of Reporting	By Whom	To Whom
<p>Any person may make a report if they believe on reasonable grounds that a child or young person is in need of protection for any of the following reasons:</p> <ul style="list-style-type: none"> <li>» The child or young person has been abandoned and there is no other suitable person who is willing and able to care for the child.</li> <li>» The child or young person has suffered or is likely to suffer significant harm as a result of physical injury and the parents are unable or unwilling to protect the child.</li> <li>» The child or young person has suffered or is likely to suffer significant harm as a result of sexual abuse and their parents are unable or unwilling to protect the child.</li> <li>» The child or young person has suffered or is likely to suffer emotional or psychological harm and the parents are unable or unwilling to protect the child.</li> </ul> <p>The child or young person's physical development or health has been or is likely to be significantly harmed and the parents are unable or unwilling to provide basic care, or effective medical or other remedial care.</p>	<p>Any Person</p>	<p>Contact:</p> <ul style="list-style-type: none"> <li>» DHHS Child Protection</li> <li>» Victoria Police 000 if a Crime has been committed.</li> </ul>



## Child or young person in need of therapeutic treatment

Type of Reporting	By Whom	To Whom
Any person may make a report if they believe on reasonable grounds that a child or young person who is 10 years of age or over, but under 15 years of age, is in need of therapeutic treatment because he or she has exhibited sexually abusive behaviours.	Any Person	Contact: » DHHS Child Protection

## Significant concerns about wellbeing of a child

Type of Reporting	By Whom	To Whom
Any person may make a report if they have significant concerns for the wellbeing of a child.	Any Person	Contact: » DHHS Child Protection

## Reasonable belief that a sexual offence has been committed by an adult against a child under 16.

Type of Reporting	By Whom	To Whom
<p>Any adult who forms a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 must report that information to police.</p> <p>It is a criminal offence not to make a report, except in the following circumstances:</p> <ul style="list-style-type: none"> <li>» The victim is 16 years of age or older and does not have an intellectual disability that limits his/her capacity to make an informed decision; and he/she does not want the information reported to the police.</li> <li>» The victim has disclosed the information in confidence in the course of a therapeutic relationship with you as a registered medical practitioner or counsellor.</li> </ul>	Any Person	Contact: » Victoria Police 000

## Reasonable Excuses for Failing to Comply with the Requirement Include:

- » A reasonable belief that the information has already been reported to police or DHHS Child Protection disclosing all of the information.
- » A reasonable fear that the disclosure will place someone (other than the alleged perpetrator) at risk of harm.

## Reporting Suspected Sexual Offences to Victoria Police:

Three new criminal offences have been introduced under the *Crimes Act 1958* (Vic.):

- » **Failure to disclose offence**, which requires adults to report to police a reasonable belief that a sexual offence has been committed against a child or young persons.
- » **Failure to protect offence**, which applies to people within organisations who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk but failed to do so.
- » **Grooming offence**, which targets communication with a child or their parents with the intent of committing child sexual abuse.

## Failure to Disclose

Any individual who forms a 'reasonable belief' that a sexual offence has been committed in Victoria by an adult against a child under 16 must disclose that information to police. Failure to disclose the information to police is a criminal offence under the [Victorian Crimes Act 1958 Section 327](#) and applies to all adults in Victoria, not just professionals who work with children.

The obligation is to disclose that information to the police as soon as it is practicable to do so, except in limited circumstances such as where the information has already been reported to DHHS Child Protection.

For more information see: [Department of Justice and Regulation - Failure to disclose fact sheet](#).

## Failure to Protect

Any Individual in a position of authority who becomes aware that an adult associated with Pascoe Vale Football Club poses a risk of sexual abuse to a child under 16 must take all reasonable steps to reduce or remove that risk.

Failure to take reasonable steps to protect a child from the risk of sexual abuse from an adult associated with the club is a criminal offence contained in section the [Victorian Crimes Act 1958 Section 49C \(2\)](#). In a club context this will include the club president, committee members, child safety officer, administrators, officials, coaches, team managers.

For more information see: [Department of Justice and Regulation – Failure to protect fact sheet](#)

## Grooming Offences

The offence of grooming prohibits predatory conduct designed to prepare or ‘groom’ a child for future sexual activity and is contained in section of the [Victorian Crimes Act 1958 49B \(2\)](#). The offence applies to communication with children under 16 years. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails. The offence can be committed by any person aged 18 years or over. It does not apply to communication between people who are both under 18 years of age.

For more information see: [Department of Justice and Regulation – Grooming offence fact sheet](#)

## Making A Report

This table describes how to make a mandatory report, to report child abuse or child protection concerns.

Step	Description
1.	<p><b>In case of emergency or if a child is in immediate danger contact Triple Zero (000) or the local police station.</b></p> <p>Alternatively, report concerns about the immediate safety of a child within their family unit to DHHS Child Protection, call the Child Protection Crisis Line on 13 12 78 (24 hours 7 days, toll free).</p>
2.	<p><b>Keep comprehensive notes that are dated</b> and include the following information:</p> <ul style="list-style-type: none"> <li>» Information that has led to concerns about the child's safety (eg. physical injuries, erratic behaviour).</li> <li>» The source of this information (eg. observation of behaviour, report from child or another person).</li> <li>» The actions taken as a result of the concerns (eg. consultation with club president, Child Safety Officer, or association representatives, reports to DHHS Child Protection etc.).</li> </ul>
3.	<p><b>Discuss any concerns about the safety and wellbeing of a child or young person with the club president or child safety officer.</b></p> <p>The individual concern should make their own assessment about whether they should make a report about the child or young person and to whom the report should be made.</p>
4.	<p><b>Gather the relevant information necessary to make the report.</b></p> <p>This should include the following information:</p> <ul style="list-style-type: none"> <li>» Full name, date of birth, and residential address of the child or young person.</li> <li>» The details of the concerns and the reasons for those concerns.</li> </ul>

## Making A Report (continued)

Step	Description
5.	<p><b>Make a report to the relevant Agency</b></p> <p><b>Victorian Department of Health and Human Services (DHHS)</b></p> <p>Business hours:</p> <ul style="list-style-type: none"> <li>» Northern and western suburbs 1300 664 977</li> <li>» Eastern suburbs 1300 360 391</li> <li>» Southern suburbs 1300 655 795</li> <li>» South-western rural and regional 1800 075 599</li> <li>» Western rural and regional 1800 000 551</li> <li>» North-western rural and regional 1800 675 598</li> <li>» North-eastern rural and regional 1800 650 227</li> <li>» Eastern, S/E rural and regional 1800 020 202</li> </ul> <p>After hours or immediate safety concerns:</p> <ul style="list-style-type: none"> <li>» Child Protection Crisis Line (24 hours) 13 12 78</li> </ul> <p><b>Victoria Police - Sexual Offences and Child Abuse Investigation Team (SOCIT)</b></p> <p>Contact the appropriate local office:</p> <ul style="list-style-type: none"> <li>» North-West Metropolitan (03) 8690 4056</li> <li>» Southern Metropolitan (03) 9556 6128</li> <li>» Western Victoria (03) 5448 1420</li> <li>» Eastern Victoria (03) 5820 5878</li> </ul>
6.	<p><b>Make a written record of the report which includes the following information:</b></p> <ul style="list-style-type: none"> <li>» The date and time of the report and a summary of what was reported.</li> <li>» The name and position of the person who made the report and the person who received the report.</li> </ul>

# Standard Six – Child Safety Risk Management Strategies

Pascoe Vale Football Club takes all reasonable steps to identify and respond to all potential risks associated with child abuse. The club recognises that child abuse manifests itself in many forms including physical violence, sexual abuse, emotional or psychological harm and serious neglect.

To assist Pascoe Vale Football Club, identify and respond to potential risks the following strategies are adopted:

1. The club conducts an annual assessment of the effectiveness of its Child Safety Management Strategies by completing a [Child Safety Risk Management Checklist](#).
2. The club, in consultation with committee members, coaches volunteers and parents have conducted a formal [Child Safety Risk Assessment](#) to identify potential child safety hazards and control measures to be implemented to eliminate or reduce the likelihood of these eventuating and causing harm.

The club reviews the [Child Safety Risk Assessment annually in consultation with relevant individuals or when there has been a change to the environment, club or association activities](#).

3. Some of the risks to Child Safety that the club has identified include but are not limited to the following:
  - » Lack of an organisational culture of child safety
  - » Familiarity breeding a culture of not reporting issues
  - » Natural trust of long-term club members (who may have developed issues over time)
  - » Match day and training risks environments
  - » Change-rooms
  - » Club events
  - » Overnight stays and sleeping arrangements
  - » Transporting children and young people to and from events
  - » Social media
  - » Other environments
4. Control Measures identified within the Child Safety Risk Assessment have been incorporated into the clubs' overall management system for ensuring child safety at Pascoe Vale Football Club.

# Standard Seven – Participation and Empowerment of Children

Pascoe Vale Football Club acknowledges that a significant power in balance exists between children, young people and adults and actively engages junior participants in conversations relating to Child safety to ensure their voice is heard.

The club seeks the engagement of children and young people in conversations relating to Child Safety and the development of effective strategies by:

- » Consulting directly with children and young people about what they think makes their time at the club safe.
- » Giving children and young people information about the standards of care that they are entitled to.
- » Giving children information regarding their rights.
- » Informing children and young people how to raise concerns and, make complaints or let someone know if they feel unsafe.
- » Regularly checking with children, young people, and parents that they are aware of relevant Child Safety Policies and Procedures and that the Child Safety culture is visible.

Pascoe Vale Football Club works with children and young people to ensure that they are empowered to understand their rights, recognise what abuse is and encourage them to speak up when they feel uncomfortable or afraid.

**Some strategies adopted by the club to engage children and young people in conversation regarding Child Safety include:**

Consulting and Talking with Children and Young People	Child Safe Strategies
Establishing what safety means	<ul style="list-style-type: none"> <li>» Ensuring that the physical environment is safe, warm and friendly towards children and young people.</li> <li>» Discussing with children and young people what makes them feel safe and when do they feel unsafe.</li> </ul>
Informing children and young people about their rights	<ul style="list-style-type: none"> <li>» Informing Children and young people about their right to feel safe. <a href="#">‘Convention of the Rights of a Child’</a>.</li> <li>» Educate children and young people that for every right that they enjoy they need to meet its corresponding responsibility.</li> </ul>



**Some strategies adopted by the club to engage children and young people in conversation regarding Child Safety include (continued):**

Consulting and Talking with Children and Young People	Child Safe Strategies
Including children and young people in relevant club policy development	<ul style="list-style-type: none"> <li>» Seek input from children and young people on all aspects of Child Safety.</li> <li>» Incorporate their opinions and suggestions into key policy documents and, when applicable the club's Child Safety Code of Conduct.</li> <li>» Running small discussion groups.</li> </ul>

**Promoting Inclusion of All Children, Young People and Their Families from diverse cultural backgrounds and those with disabilities.**

Pascoe Vale Football Club respects cultural differences and variance in parenting practices due to personal, cultural, or religious beliefs. The club does not; however, accept that these differences reduce a child's or young person's right to be safe or the club's responsibility to protect them from harm.

Pascoe Vale Football Club promotes safety of children from culturally and/or linguistically diverse backgrounds by:

- » Demonstrating a 'zero tolerance' to discrimination.
- » Being respectful, inclusive, and welcoming of families from a wide range of backgrounds.
- » Recognising times of importance to different cultures.
- » Ensuring the club's physical environment has a positive image of a range of cultures in terms of decoration and artwork.
- » Engaging coaches, officials and volunteers that represent diversity within the local community.
- » Actively seeking out and talking to families about how they can be involved in child safety.

Pascoe Vale Football Club promotes the safety of children with disabilities by:

- » Acknowledging that children with disabilities are particularly vulnerable and ensures that its risk management process considers their needs.
- » Demonstrating a 'zero tolerance' to discrimination.
- » Ensuring that the physical environment does not pose access difficulties.
- » Being responsive to families regarding specific measures that may be required to ensure the safe participation of children with disabilities.
- » Supporting all club members, other children and their families to understand and be inclusive of people with disabilities.

- » Considering how children with a disability and their families can be encouraged to participate in activities and ensure a safe environment.

Where a club administrator or official has concerns about certain behaviours that they have witnessed by people at the club but are not sure if they are simply different customs or not, the club encourages them to bring it to the committee attention or contact the relevant association contact for further support and guidance.

Where a parent feels that the club has neglected their cultural traditions or beliefs in an unacceptable way, the club encourages them to contact a member of the committee or relevant association contact for further support and guidance.



# Appendix One – Volunteer Duty Statement

## Purpose

Pascoe Vale Football Club acknowledge that volunteers are essential to the club's success and play a vital role in supporting all aspects of the club's activities. To ensure the safety and welfare of all associated with Pascoe Vale Football Club, the club has developed this 'Duty Statement' to be completed prior to being authorised to participate as a volunteer in 'Child Connected Works'. (CCW is defined as: Where children or young people are present or reasonably expected to be present.)

## Scope

This 'Duty Statement' applies in general terms to the Club President, Committee Members, Child Safety Officer, Administrators, Officials, Coaches, Team Managers, Contractors, and any other person, who volunteer their services to the club.

Volunteer Pre-authorisation Requirements		
1.	Provide a copy of your Current (within 5 years of issue) Working With Children Check (WWCC) <i>NOTE: You are not permitted to volunteer without providing a current WWCC.</i>	<input type="checkbox"/>
2.	Read and sign a copy of the club's Child Safety Code of Conduct.	<input type="checkbox"/>
3.	Receive a briefing on how to respond and report suspicions, disclosures, or allegations of child abuse. (Abuse of a sexual, physical, emotional, or psychological nature or neglect)	<input type="checkbox"/>
4.	Provide relevant contact information: Does the club have this on file? Mobile: _____ Email: _____	<input type="checkbox"/>
5.	Receive a briefing on the club's Emergency Preparedness Plan and Emergency Contact Numbers.	<input type="checkbox"/>

Volunteer Attendance and Participation Requirements		
6.	Familiarise yourself with the acceptable and unacceptable behaviours outlined in the club's Child Safety Code of Conduct (COC). <i>This may be done by visiting the website or by reviewing the COC displayed within the clubrooms.</i>	<input type="checkbox"/>
7.	Wear Volunteer / Official identification lanyard or vest where practical.	<input type="checkbox"/>
8.	Follow all instructions provided by club officials.	<input type="checkbox"/>
9.	Never participate in activities in isolation with a child or young person. <i>All activities should be conducted in an open environment, in clear view of any parent, guardian, other adult or child that may wish to observe.</i>	<input type="checkbox"/>
10.	Treating everyone within the club with dignity and respect, including children and young people.	<input type="checkbox"/>
11.	At NO TIME exhibit behaviours that may be construed as inappropriate or unnecessarily physical.	<input type="checkbox"/>
12.	At NO TIME speak aggressively, use offensive, disrespectful or derogatory language. <i>Immediately report inappropriate language, behaviours, or disclosures of abuse to club officials.</i>	<input type="checkbox"/>
13.	Maintain confidentiality at all times. <i>DO NOT disclose any information relating to a child or young person's fears, weaknesses, social or emotional needs obtained as a result of participating as a volunteer.</i>	<input type="checkbox"/>
14.	At NO TIME participate as a volunteer under the influence or effects of illegal drugs or alcohol.	<input type="checkbox"/>
15.	DO NOT post any photo, comment, or opinion on electronic platforms (social media, internet, or email) relating to children or young people or activities that you have participated in as a volunteer. <i>If you have any comments or concerns, please bring these to the immediate attention of club officials.</i>	<input type="checkbox"/>



**Volunteer Acknowledgement**

*I confirm that I have read and understand volunteering responsibilities at **Club Name** and accept that the club can cease volunteering arrangements at any time.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Appendix Two – Child Safety Annual Risk Assessment Checklist

Pascoe Vale Football Club has developed and implement risk management strategies regarding child safety which are reviewed annually.

Requirement 1 – Risk Questions	Yes	No
The club has a structured and documented approach to identifying child safety risks?		
Does the risk assessment process involve appropriate, knowledgeable people? eg. Club President, Child Safety Officer, Committee Members, Coaches etc.		
Has the risk assessment process considered issues related to children or young people of different age <b>and diversity</b> groups, including but not limited to children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds?		
Has the club established risk rating criteria including appropriate ratings for the likelihood and consequence of risks?		
Has a risk assessment already been carried out with respect to child safety risks?		
Has the club established existing internal controls to manage child safety risks and has their effectiveness been considered?		
Has the club identified new controls/management actions to mitigate child safety risks?		
<p>Do the risk management strategies encompass predatory, opportunistic, and situational environment risks?</p> <ul style="list-style-type: none"> <li>» Predatory risks (persons who may become adept at creating opportunities to sexually abuse and avoid detection)</li> <li>» Opportunistic risks (persons who may sexually abuse in low-risk, low-effort situations)</li> <li>» Situational risks (persons who may sexually abuse in a specific set of circumstances)</li> <li>» Environment risks (environments that create child safety risks).</li> </ul>		



Requirement 1 – Risk Questions (continued)	Yes	No
Has the risk management strategy been endorsed by the club’s committee or board?		

Pascoe Vale Football Club risk management strategies regarding child safety must identify and mitigate the risk(s) of child abuse in all club environments by taking into account the nature of the environment, the activities expected to be conducted in that environment \ and the characteristics and needs of all children and young people expected to be present in that environment.

Requirement 2 – Risk Questions	Yes	No
Does the risk management process consider ‘hot spots’ and ‘hot times’ of adult, children, and young people’s interactions with respect to child safety?		
Does the club have a process that ensures child safety risks are reviewed?		
Does the club perform screening as part of its Child Connected Work authorisation process for the club president, committee members, child safety officer, administrators, officials, coaches, team managers, contractors? eg. WWCC’s, National Criminal Record Checks.		
Where practical does the club monitor who attends training, the club rooms, and events?		
Does the risk management process consider child safety risks associated with all: Have we considered: <ul style="list-style-type: none"> <li>» Match day and training risks environments?</li> <li>» Change-rooms?</li> <li>» Club events?</li> <li>» Overnight stays and sleeping arrangements?</li> <li>» Transporting children and young people to and from events?</li> <li>» Other environments?</li> </ul>		



Requirement 2 – Risk Questions (continued)	Yes	No
Does the risk management process consider child safety hazards relating to relationships and interactions with children and young people among the following individuals: <ul style="list-style-type: none"> <li>» Club President</li> <li>» Committee Members</li> <li>» Coaches</li> <li>» Team Managers</li> <li>» Volunteers</li> </ul>		

Where Pascoe Vale Football Club identifies risks of child abuse occurring, they make a record of those risks and specify the action(s) taken to reduce or remove the likelihood of reoccurrence (risk controls). Risk Controls must be appropriate for the age of the children.

Requirement 3 – Risk Questions	Yes	No
Have the identified risks been documented and recorded?		
Have strategies or the mitigation actions (new internal controls) for the risks been established and documented?		
Do the risk management strategies take into account the diversity of the children that are affected by the risk?		
Do the risk mitigation actions (controls): <ul style="list-style-type: none"> <li>» Increase the effort required to reduce the likelihood of inappropriate and/or abusive behaviour.</li> <li>» Increase the likelihood of detection of inappropriate and/or abusive behaviour.</li> <li>» Remove triggers for inappropriate and/or abusive behaviour.</li> <li>» Reduce permissibility of inappropriate behaviour.</li> </ul>		
Does the club ensure that every person (eg. whether club president, committee member, coach, team manager, contractor, volunteer, or parent) understands the club's expectations for child safety?		

As part of its risk management strategy and practices, Pascoe Vale Football Club must monitor and evaluate the effectiveness of the implementation of its risk controls.

Requirement 3 – Risk Questions	Yes	No
Does the club test the effectiveness of internal controls surrounding child safety?		
Does the club monitor its child safety risk management strategies to confirm they have been implemented?		
Does the club review the child safety risk management strategies to confirm their effectiveness?		
Does the club's committee monitor the child safety standard risk management strategies?		
Does the club's committee evaluate the effectiveness of the implemented mitigation controls?		

At least annually, Pascoe Vale Football Club provides appropriate guidance and training to the relevant club representatives regarding:

- » Individual and collective obligations and responsibilities for managing the risk of child abuse.
- » The club's Child Safety Code of Conduct.
- » Child abuse risks in the associated with all club activities.
- » The club's current child safety standards and management strategies.

Risk Questions	Yes	No
<p>Is guidance and training provided to relevant members of the club regarding:</p> <ul style="list-style-type: none"> <li>» Individual and collective obligations and responsibilities for managing the risk of child abuse.</li> <li>» The club's Child Safety Code of Conduct</li> <li>» Child abuse risks associated with all club activities.</li> <li>» The club's current child safety standards and management strategies.</li> </ul>		
Are the outcomes of the risk assessment made available to all relevant individuals including the club president, committee members, child safety officer, administrators, officials, coaches, team managers, contractors, in line with best practice approaches to increase transparency of the club's compliance with the child safety standards?		



# Appendix Two – Child Safety Annual Risk Assessment Checklist

<b>Pascoe Vale Football Club Child Safety Assessment</b>		<b>Risk Assessment Conducted by:</b>		
<b>Date:</b>		<b>Risk Assessment Approved by:</b>		
Hazards Identified <i>(Activity or risk to Child Safety)</i>	Raw Risk	Controls <i>(What can be done to minimise the risk of abuse, neglect, or harm?)</i>	Residual Risk	Who is Responsible?
<p><b>Committee Members, Coaches, Team Managers, Club Officials and Volunteers</b></p> <p>Harm to children or young people from poor screening practices of coaches, team managers and officials</p>		<ul style="list-style-type: none"> <li>» The club maintains a stringent screening process to assist in identifying those of suitable character to participate in Child Connected Works.</li> <li>» The Club’s Child Safety Standards Code of Conduct and Volunteer Duty Statements (VDS) clearly define their responsibilities and expectations of those participating in child connected works including those relating to child safety.</li> <li>» When assessing potential coaching, team manager or club official candidates, relevant committee members and the club’s Child Safety Officer will consider the following:                             <ul style="list-style-type: none"> <li>• What motivates the individual to work with children? (personal and/or professional).</li> <li>• Relevant and verifiable experience.</li> <li>• Understanding of Children’s physical and emotional needs.</li> <li>• Understanding of unacceptable boundaries.</li> </ul> </li> </ul>		





<p>Harm to children or young people from inappropriate action of Coaches, Team Managers, Club Officials and Volunteers</p>		<ul style="list-style-type: none"> <li>• Values (honesty, integrity, reliability, fairness, and non-discrimination).</li> <li>• Responses from referees.</li> <li>» Reference checks may be conducted by at least one member of the Club's Committee to identify the suitability of the candidate with regard to the role to which they have applied.</li> <li>» All coaches, team managers and officials must maintain current, within 5 years of issue, Working With Children Check (WWCC).</li> <li>» Club officials who handle money or have access to the club's financial accounts may be required to may also be required to undergo a Police Check.</li> <li>» The club will appoint a Child Safety Officer governed with the responsibility of coordinating all aspects of the club's Child Safety Strategies.</li> <li>» All Coaches, Team Managers, Club Officials and Volunteers are to be provided with a copy of the Club's Child Safety Code of Conduct and asked to read and sign this document annually.</li> <li>» All Coaches, Team Managers, Club Officials and Volunteers are to be provided with a copy of the Club's Volunteer Duty Statement and asked to read and sign this document annually.</li> <li>» Where practical Coaches, Team Managers, Club Officials and Volunteers are not permitted to be in the presence of children or young people alone. Another adult should always be present.</li> </ul>		
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<p>Harm to children and young people due to a lack of knowledge regarding child abuse reporting requirements.</p>		<ul style="list-style-type: none"> <li>» Immediate action will be taken when a coach, team manager, club's official or volunteer is suspected to be in breach of the club's Child Safety Code of Conduct. This may include Victoria Police involvement.</li> <li>» Coaches, Team Managers, Club Officials and Volunteers are provided with a copy of the club's Child Protection and Reporting Guidelines and be required to participate in relevant training.</li> <li>» The club will appoint a Child Safety Officer to provide guidance and support to all club members with regards to reporting suspected abuse, disclosures, or breaches of the Club's Code of Conduct.</li> </ul>		
<p><b>Familiarity breeding a culture of not reporting issues</b> Harm to Children and young people from club members not reporting suspected abuse.</p>		<ul style="list-style-type: none"> <li>» All members of the club including volunteers are to be provided with a copy of the club's Child Safety Code of Conduct and asked to read and sign this document annually.</li> <li>» The Club's Child Safety Policy, Code of Conduct and Reporting Requirements are to be displayed in all clubrooms and made available via the club website.</li> <li>» Child Safety requirements including reporting requirements are a regular agenda item at Club Committee Meetings where all aspects of child safety and reporting requirements are discussed.</li> <li>» Committee Members, Coaches, Team Managers, Officials, and relevant Volunteers undergo annual training on signs of abuse and reporting requirements.</li> <li>» All members of the club are regularly provided with Child Safety and reporting information.</li> </ul>		



		<ul style="list-style-type: none"> <li>» All members of the club are encouraged to participate in the active reporting of suspected abuse.</li> </ul>		
<p><b>Natural trust of long-term club members (who may have developed issues over time)</b></p> <p>Harm to children and young people from opportunistic individuals.</p>		<ul style="list-style-type: none"> <li>» All members of the club are reminded that they should try to avoid being in the presence of children and young people in isolation. Another adult should be present where possible. If this is not possible all interactions with children and young people should occur in an open space, in clear view of others.</li> <li>» Doors to change rooms etc. must remain open and unlocked when any member of the club is in the presence of children or young people at all times.</li> <li>» Children and young people are to be provided with education on Child Safety and be made aware of appropriate and inappropriate behavioural standards.</li> <li>» Children and young people are actively encouraged to report to the club's Child Safety Officer or any member of the committee any adult or other child or young person who acts inappropriately or makes them feel unsafe.</li> <li>» The club will appoint a Child Safety Officer to continually promote a Child Safe culture across all club activities.</li> <li>» All club members and volunteers are encouraged to report inappropriate behaviour by any adult or other child or young person to the club's Child Safety Officer.</li> <li>» Consideration must be given to rotating coaches and team managers through different player groups to reduce the likelihood of over familiarity.</li> </ul>		
<p><b>Training and Match Day Events</b></p> <p>Harm to children and young people from the inappropriate conduct of</p>		<ul style="list-style-type: none"> <li>» All training and match day activities are to be conducted in an open environment in clear view of any parent, guardian or club member who may wish to observe.</li> </ul>		



coaches, team managers and officials at Training and Match Day events.

Emotional harm to children and young people from unrealistic demands, belittling and aggressive behaviour.

- » One-on-one discussions with children and young people should also be conducted in an open environment in clear view of others. If a discussion occurs indoors, all doors must remain open with visible access.
- » Any individual observed acting in a suspicious manner or taking unauthorised photos of children or young people at training is to be approached (if safe to do so) and requested to leave the area. Such an incident must be immediately reported to the Club President, Child Safety Officer, or a member of the committee, who will determine the requirement for any further action.
- » Coaches must be reasonable in your demands of children and young people. Consider their age, developmental level, and maturity.
- » Coaches must provide an environment and facilities that will enable them to feel comfortable and confident to participate. Children and young people are not elite athletes and all coaches, team managers, officials and any volunteer are to provide a supportive and nurturing environment.
- » Language used by all coaches, team managers, officials and any volunteer should:
  - Provide clear direction, be encouraging and boost the child or young person’s confidence.
  - Not be harmful, aggressive, threatening, frightening profane or of a sexual nature.
  - Not be discriminatory, racist, or sexist, derogatory, belittling or negative, such as calling a child or young person a ‘loser’ or telling them that that they are too fat.



<p>Physical harm to children and young people resulting from unnecessary physical contact.</p>	<ul style="list-style-type: none"> <li>» Coaches, team managers and officials must remain alert to cues from children and young people about how comfortable they feel in the presence of any coach, team manager, official or any volunteer and respect their need to personal space.</li> <li>» Coaches, team managers and officials must be cautious about physical contact during training or matches. Physical contact should be made in a way that makes a child or young person feel comfortable, for example, shaking hands, a congratulatory pat on the back for reassurance. Massaging a child or young person if you are not trained to do so or allowing a child to massage you is inappropriate physical contact.</li> <li>» If physical contact is required for demonstrations, coaches, team managers and officials must explain the activity and what they will do, maintaining a safe and appropriate distance. Coaches, team managers and officials are never to conduct demonstrations with a child or young person alone, always ensure it is conducted in an open environment in clear view of others.</li> <li>» Coaches, team managers and officials are never to use the change-room or shower in the presence of children or young people.</li> <li>» Coaches, team managers and officials observe appropriate dress standards when with children and young people and ensure that there is no exposure to nudity.</li> <li>» Coaches, team managers and officials must be aware of cultural norms that may influence the interpretation of your behaviour.</li> </ul>	
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<p><b>Change Rooms</b></p> <p>Harm to children or young people from inappropriate behaviour in change rooms.</p>		<ul style="list-style-type: none"> <li>» Coaches, team managers, officials and volunteers must avoid one-on-one situations with children and young people in change-rooms.</li> <li>» Coaches, team managers, officials and volunteers are not permitted to use the change-room or shower in the presence of children or young people.</li> <li>» Adequate supervision must be arranged when using 'away' or 'public' change-rooms. It is suggested that an official for each team be nominated to facilitate this duty. Supervision must ensure children and young people's right to safety and privacy at all times.</li> </ul>		
<p><b>Club Events</b></p> <p>Harm to children and young people from opportunistic individuals at club events.</p>		<ul style="list-style-type: none"> <li>» Where possible the club's child safety officer should be present at these events and will ensure that an appropriate level of supervision is provided. In the absence of the child safety officer, the club president, a committee members or suitable nominee should assume this role.</li> <li>» Attending club members will be reminded at the commencement of the event about their responsibility to ensure the safety of all children and in the event of alcohol being served, remind attendees of responsibilities outlined in the clubs Alcohol Management Policy.</li> <li>» Attendees' attention will be drawn to the club's Child Safety Code of Conduct which should be displayed on the wall of the clubrooms for reference.</li> <li>» For the duration of the event and where practical, the club's child safety officer or nominee will regularly patrol areas of the venue out of the immediate view of attendees to ensure the safety of children. This includes, but is not limited to the</li> </ul>		



		<p>toilets, the foyer, backstage, the exterior of the venue and car park etc.</p> <ul style="list-style-type: none"> <li>» Where practical all areas not required for use during the event such as change rooms, storerooms, sheds etc. will be locked.</li> <li>» All areas will be sufficiently lit at all times.</li> <li>» The child safety officer or nominee will take immediate action in the event of inappropriate or suspected inappropriate behaviour. The immediate action will be to ensure the safety of the child or young person, followed by informing the president or committee members. Where deemed necessary, Victoria Police will be contacted.</li> </ul>		
<p><b>Overnight Stays and Sleeping Arrangements</b></p> <p>Harm to children and young people from opportunistic individuals at overnight events and through unsupervised sleeping arrangements.</p>		<ul style="list-style-type: none"> <li>» All overnight stays must be authorised by the club president and committee.</li> <li>» Prior to being authorised the club president, committee members and child safety officer, in consultation with the relevant coach and team manager, will conduct a risk assessment to determine potential exposures to child safety. Appropriate control measure will be identified and communicated to all attending adults.</li> <li>» All supervising adults including coaches, team managers, administrators, officials and volunteers must hold a current Working With Children Check (WWCC), within 5 years of issue, have read and signed the club's Child Safety Code of Conduct and Volunteer Duty Statement.</li> <li>» Where practical children and young people should share accommodation with their parents or guardians. Where this is not possible, arrangements must be made to ensure that the safety of children and young people is not compromised.</li> </ul>		



		<p>Arrangements include but should not be limited to the following:</p> <ul style="list-style-type: none"> <li>a. Adults must not be in a room with a child or young person alone.</li> <li>b. Adults must not share or sleep in a room with a child or young person alone. Where possible children and young people should share rooms and sleep in groups.</li> <li>c. Adults must not share a bed, sleeping bag or tent with a child or young person.</li> <li>d. Children and young people must never be left under the supervision or protection of unauthorised individuals such as hotel staff or friends.</li> <li>e. Children and young people should be provided with privacy when dressing and bathing etc.</li> <li>f. Appropriate dress standards must be observed when children and young people are present ie. not exposing them to adult nudity.</li> <li>g. Children and young people must not be exposed or have access to pornographic material through access to television, movies, phones and social media sites, the internet, or magazines etc.</li> <li>h. Children and young people have the right to contact their parents or guardians if they feel unsafe, uncomfortable, or distressed during the stay.</li> <li>i. Parents can expect that their child or young person can, if they wish, make contact.</li> </ul>		
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		<ul style="list-style-type: none"> <li>» The club will take immediate action upon becoming aware of any breach of the above-mentioned Child Safety Strategies. The Club President, Committee Members or the Child Safety Officer will implement measures to ensure the immediate safety of the relevant children and young people. Parents and guardians will be notified and where deemed necessary, the relevant authorities including the Department of Health and Human Services or Victoria Police will be contacted.</li> </ul>		
<p><b>Transporting Children and Young People</b></p> <p>Harm to children and young people from unsafe and inadequate travel arrangements.</p>		<ul style="list-style-type: none"> <li>» Children and young people are only permitted to be transported by another club member with the permission of their parents or guardians.</li> <li>» Those permitted to transport children and young people must hold a current Working With Children Check (WWCC), within 5 years of issue, have read and signed the club's Child Safety Code of Conduct and Volunteer Duty Statement.</li> <li>» Those permitted to transport children and young people must hold a current driver's licence. In accordance with the Victorian Road Safety Act 1986 Sect 18, it is an offence to drive a motor vehicle without holding a current and valid driver's licence.</li> <li>» Drivers who hold a learner's permit are not authorised to transport children and young people to and from training, games and events. Where possible all drivers must hold a 'full license'. Those holding probationary licences are discouraged from transporting children and young people.</li> <li>» Drivers must ensure that they maintain annual registration and insurance for any vehicle they intend to transport children and young people in accordance with the Victorian Road Safety Act 1986 Part 2.</li> </ul>		



		<ul style="list-style-type: none"> <li>» The club does not permit the transportation of children or young people that are not immediate family members, on the back of motorbikes or scooters.</li> <li>» Failure to comply with the abovementioned Child Safety Strategies may result in exclusion from any further permitted transportation of children and young people. Victoria Police may also be informed of any identified breach of the Victorian Road Safety Act 1986.</li> </ul>		
<p><b>Information Communication Technology</b>  <b>Email / Social Media / Online Activities</b></p> <p>Harm to children and young people from opportunistic individuals sharing or exchanging personal email accounts, phone numbers, social networking sites.</p> <p>Harm to children and young people from opportunistic individuals conducting online grooming.</p>		<ul style="list-style-type: none"> <li>» Coaches, team managers, officials and volunteers are to be provided with a copy of the club’s Child Safety Code of Conduct and asked to read and sign this document annually.</li> <li>» Coaches, team managers, officials and volunteers are not permitted to exchange personal email addresses or social networking sites with children or young people without the club’s knowledge or parent/carer’s permission.</li> <li>» Electronic communication regarding game and training times and events by all coaches, team managers, officials and volunteers for children or young people under the age of 18 should be done with the parent or carers permission via a parental email address.</li> <li>» Coaches, team managers and officials are not permitted to become friends with children and young people on social media networking sites under the age of 16.</li> <li>» Team Managers must be responsible for the management of all electronic communication on behalf of the team.</li> <li>» Any inappropriate communication via electronic platforms or social media networking will be reported to the relevant authorities.</li> </ul>		



<p>Harm to children or young people from inappropriate sharing of photos or videos of a child without the consent of the parent or guardian.</p>		<ul style="list-style-type: none"> <li>» The club maintains a photograph / video permission form that clearly defines the obligations and responsibilities for photos take of children and young people by the club.</li> <li>» Coaches, team managers, officials, volunteers, and parents are only permitted to take photos of their own child at training, on match day or at a club event. It is the parent or guardian's responsibility to gain permission from other parents or guardians whose child may inadvertently appear in the photograph or video before posting it on social media sites.</li> <li>» The club does not own or control any photograph or video taken by coaches, team managers, officials, volunteers, or parents.</li> </ul>		
<p><b>False Allegations</b> Personal and reputation damage from false reporting of suspected abuse allegations.</p>		<ul style="list-style-type: none"> <li>» All club members are made aware and regularly reminded of inappropriate behaviours and the process for reporting.</li> <li>» Allegations of child abuse will be brought to the immediate attention of the accused, and they will be made aware of their rights.</li> <li>» All allegations of suspected abuse or disclosures will be dealt with in the strictest of confidence.</li> <li>» All club members are to be reminded of the severity of making false allegations and made aware that after a thorough investigation the allegation is of a personal nature (ie. mischievous) then legal action may be sort.</li> <li>» Where any false allegations are made against a club member, professional counselling and support services will be provided.</li> <li>» Where an allegation has been made against a club member and it is made public, advice from the relevant Association body will be sort.</li> </ul>		



# Risk Matrix

		Likelihood					
		Almost Impossible Only in extreme circumstances	Unlikely But could occur	Possible But unusual	Likely To be expected	Almost Certain Commonly repeated	
		1	2	3	4	5	
Consequence	<b>Catastrophic</b> Potential Life threatening. Long term recovery. Long term hospitalisation. Months/Years of recovery time. <b>Example</b> - Potential life-threatening event or illness, mental condition, or disease. Rape / Sexual Assault. Unlikely to return to maintain a normal lifestyle ever.	5	5	10	15	20	25
	<b>Significant</b> Person requires external medical care / hospitalisation. Extended term of recovery. Months / Weeks of recovery time. <b>Example</b> - Loss of confidence, unwanted sexual advances, inability to return to a normal lifestyle in months, mental health issue.	4	4	8	12	16	20
	<b>High</b> Person requires external medical care and counselling. Medium term of recovery. Weeks / Days of recovery time. <b>Example</b> – Loss of confidence, belittling, feeling unsafe, counselling required.	3	3	6	9	12	15
	<b>Moderate</b> Person may require external counselling. Days of recovery time. <b>Examples</b> – Social networking embarrassment, feeling isolated and unsupported.	2	2	4	6	8	10
	<b>Low</b> Person requires support and encouragement. <b>Example</b> – dealing with an embarrassing event where a situation has been misinterpreted.	1	1	2	3	4	5

Risk	Score	Action Required
Extreme	16 - 20	<b>Stop Activity Immediately:</b> Immediate action is required by the club. The activity is not to proceed until the risk is eliminated or high-level control measures are implemented to reduce the risk score.
Unacceptable	15	<b>Act Immediately to Minimise the Risk:</b> Ensure appropriate control measures (Substitution, Engineering and Administrative) are implemented to reduce potential for harm. If controls cannot be immediately implemented, then risk reduction strategies need to be identified as soon as is practicable.
High	8 - 12	<b>Action Must be Taken Within a Reasonable Timeframe</b> by the club to reduce the potential from harm. These control measures must be communicated to all affected club members, children, and young people.
Medium	4 - 6	<b>Take all Reasonable Actions to Minimise the Risk using 'Lower Level' Administrative and Personal Protective Equipment Control Measures.</b> The risk is to be controlled by the establishment of a process, policy, or procedure. This must be developed in consultation with relevant club members.
Low	1 - 3	<b>Action to be taken to control the risk via consultation and club member awareness.</b> Affected club members are to be made aware of identified processes, policies, or procedures for controlling the risk.

# References:

Victorian Government 2005, *Children, Youth and Families Act*

Victorian Government 1958, *Crimes Act*

Victorian Government Department of Health and Human Services 2016, *Resource 1 - Good leadership and governance in child safe organisations*

Victorian Government Department of Health and Human Services 2016, *Resource 2 - Child safe policy and statement of commitment*

Victorian Government Department of Health and Human Services 2016, *Resource 3 - Code of conduct (including sample code of conduct)*

Victorian Government Department of Health and Human Services 2016, *Resource 4 - Human resources practices for child safe organisations*

Victorian Government Department of Health and Human Services 2016, *Resource 5 - Recruitment practices for child safe organisations*

Victorian Government Department of Health and Human Services 2016, *Resource 6 - What to do when an allegation of child abuse is made*

Victorian Government Department of Justice 2016, *Betrayal of Trust Implementation*

Victorian Government 2010, *Equal Opportunity Act*

Victorian Government 1988, *Privacy Act*

Victorian Government 2005 *Working with Children Act 2005*

Victorian Registration and Qualifications Authority 2016, *Child Safety Standard 1: Strategies to embed an organisational culture of child safety*

Victorian Registration and Qualifications Authority 2016, *Child Safety Standard 2: A Child Safety Policy or Statement of Commitment to Child Safety*


Victorian Registration and Qualifications Authority 2016, *Child Safety Standard 3: Child Safety Code of Conduct*

Victorian Registration and Qualifications Authority 2016, *Child Safety Standard 4: Staff Selection Checklist*

Victorian Registration and Qualifications Authority 2016, *Child Safety Standard 5: What to do when an allegation of child abuse is made*

Victorian Registration and Qualifications Authority 2016, *Child Safety Standard 6: Child Safety Risk Management Strategies*

Victorian Registration and Qualifications Authority 2016, *Child Safety Standard 7: Empowerment and participation of children*

Pascoe Vale Football Club	Review Date:	
Child Safety Standards Version 0.1	Date of Next Review:	