

Ignite Netball Club  
Child Protection Policy



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## Statement of commitment to child safety

*Ignite Netball Club is committed to child safety.*

Ignite Netball Club wants all children to be safe, happy and empowered. We have zero tolerance of child abuse, and all allegations and safety concerns will be responded to swiftly, treated seriously and consistently with our policies and procedures.

We respect and will rigorously comply with our legal and moral obligations to contact authorities whenever we have cause to believe that child safety has been abused.

We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.

We understand the importance of and are committed to regularly training and educating our leadership team and volunteers on child abuse risks.

We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We will implement and regularly review specific policies, procedures and training that support our leadership team and volunteers to achieve these commitments.

## Child Protection Policy

### 1. Introduction

For the purposes of this Policy Ignite Netball Club will be referred to as Ignite from here on.

It is our aim that everyone who participates in Ignite's activities is entitled to do so in an enjoyable and safe environment. Ignite accepts that it has a moral and legal obligation to ensure that, when given responsibility for young people, coaches, officials, volunteers, staff members and parents, provide them with the highest possible standard of care.

Ignite is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard children from harm and abuse and to report any abuse of any child participating in club activities to appropriate authorities.

The aim of this policy is to promote good practice, provide children and young people with the highest possible level of safety whilst in the care of Ignite and to allow leadership team and volunteers to make informed and confident decisions on any matter concerning the safety of children.

*Child:*

The words 'child' and 'children' in this document refer to children and young people up to the age of 18 years.

## *1.1 Policy Statement*

### **1. Children's Rights to Safety and Participation**

Ignite is committed to the safety and wellbeing of all children who have contact with the Club. The welfare of the child is paramount and we will act without hesitation to ensure a child safe environment is maintained at all times.

Ignite also supports the involvement and participation of children and young people in developing and maintaining child-safe environments. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We support diversity and tolerance in our Club, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- Support the cultural safety, participation and empowerment of Aboriginal children
- Support the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds

### **2. Identify and Analyse Risk of Harm**

Ignite will maintain a risk management strategy, which includes regularly reviewing child protection practices to determine how child-safe and child-friendly the organisation is, and to determine what additional strategies are required to minimise the risk of harm to children as a result of any action of a volunteer, official, parent, player or any other person.

### **3. Codes of Conduct**

Ignite will maintain a Child Safety Code of Conduct and provide this to all leaders, volunteers, and parents.

All leaders and volunteers must read, acknowledge and comply with Ignite Codes of Conduct, Policies and Procedures.

### **4. Ensure that Adults and Children Adhere to the Codes of Conduct**

Ignite will ensure that all adults are aware of the organisation's Codes of Conduct that specify standards of conduct and care when dealing and interacting with children, and will do everything in its power to ensure all leaders and volunteers adhere to those codes of conduct.

The organisation will also implement a code of conduct to address appropriate behaviour between children. Upon implementation of this policy Ignite will ensure all children are aware of this policy and will do everything in its power to ensure all children adhere to that code of conduct.

All committee members and volunteers, as well as children and their families, are given the opportunity to provide feedback on the Code of Conduct.

### **5. Training and Supervision**

Our organisational culture aims for all committee members and volunteers (in addition to parents, carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. Ignite will train our committee and volunteers to identify, assess and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our committee members and volunteers through ongoing supervision to enhance the safety of children; support the cultural safety of Aboriginal children, the cultural safety of children from linguistically and diverse backgrounds, and the safety of children with a disability.

New volunteers will be supervised regularly to ensure they understand our Club's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate.

Any inappropriate behaviour will be reported to appropriate authorities, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

## **6. Club / Association Welfare Officer**

Ignite will appoint its Executive Committee as the Club Welfare Officers. This includes the President, Secretary and Treasurer of the Club.

The Club Welfare Officers will be trained in relation to all matters concerning child safety and in particular how to deal appropriately with all allegations, disclosures, concerns or observations relating to child safety and abuse.

## **7. Allegations, Concerns and Complaints**

Ignite will take all allegations seriously and has practices in place to investigate such allegations thoroughly and quickly.

We expect our committee, volunteers and families to discuss any concerns that they may have about the welfare of a child IMMEDIATELY with a Club Welfare Officer. The Club Welfare Officer will ensure that the concerns or incidents reported to them remain confidential and that the identity of the person reporting the concern or incident is not revealed.

The Club Welfare Officers will be required to report all the incidents of abuse or suspected abuse to the appropriate authorities and to take any further action as required, firstly to ensure that any risk to the safety of any child or children is addressed and thereafter to ensure that appropriate action is taken with respect to any person being found to have abused or put the safety of any child or children at risk.

## **8. Screening and Recruitment**

Ignite will ensure that all reasonable steps are taken to engage the most suitable and appropriate people to work with children. All coaches, team managers and committee members are required to have a Working with Children Check. Such measures help us minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

*See appendix #1 Screening requirements*

## 9. Interview, Induction and Training for Personnel

### *Interview and Induction*

All committee members and volunteers will receive formal or informal induction during which:

- The role requirements and responsibilities will be clarified
- They will sign up to the organisation's Codes of Conduct and the Member Protection Declaration
- Child Safety Procedures will be explained and training needs will be identified.

### *Training*

In addition to pre-selection checks, training after recruitment will be provided to help committee members and volunteers to;

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

## 10. Fair and Just Procedures for Volunteers

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

Ignite will record all allegations of abuse and safety concerns, including investigation updates. All records are securely stored.

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

## 11. Privacy

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

## 12. Legislative Responsibilities

Ignite takes our legal responsibilities seriously, including:

- Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- Failure to protect: People of authority in our Club will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

### **13. Risk Management**

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

### **14. Regular Review**

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute.

Reviewed Date: January 2018

Next Review Due: January 2020

## Appendices

### APPENDIX #1

#### Screening requirements

The Victorian Government Working With Children Act make it compulsory for all coaches and administrators (such as team managers) of representative teams with regular contact with minors to be screened unless the coach or administrator is under 18 years of age, or is currently employed as a police officer or teacher.

All persons identified by the Club as working in a child-related work (those who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years) will be required to undergo the screening procedures as follows:

1. The Screening By Laws and the Act require all relevant persons to complete a Working With Children Check. (Note: There are heavy penalties under the Act for any person appointing a relevant person without a Working With Children Check.
2. Applicants for a Working With Children Check must list Ignite Netball Club as an employer on their application. Results of the Working With Children Check Application will be sent to a designated Ignite appointee (Ignite Secretary) and will be treated as strictly “private and confidential”. If there is an adverse report about a person then that report will be immediately directed to: “The Executive Committee, Ignite Netball Club, c/o Donvale Christian College 155 Tindals Road, Donvale 3111” who shall then inform the person in question. An appeal process is available through the Victorian Civil and Administrative Tribunal under the Act.
3. Persons who already have the Working With Children Check will not be required to undergo another until expiry of the Check (5 years from issue) as the Check is portable between sports and associations, but will need to sign the statutory declaration as soon as possible. Associations may require a person to undergo a police check at any time.
4. In addition to the Working With Children Check, all persons involved with children will be required to sign the “Child Protection Policy – Code of Conduct” form.

Any query should be directed to the Club Secretary.

## Instructions on Applying for a Working With Children Check:

- Working with Children Checks can be done at most post offices. Some post offices will arrange for staff to attend a stadium where a number of people are applying. Applicants need a passport type photo and the application is free for volunteers. Applicants need to produce sufficient identification in a similar manner to applying for a passport or opening a new bank account.

Application forms may be obtained from post offices or the Working With Children Office at the Department of Justice. Photocopied forms are not acceptable.

Alternatively, you can complete an online form at <http://www.workingwithchildren.vic.gov.au> and then submit it at your nearest post office.

On the Application Form

1. Select Volunteer
2. Under Details of the Organisation fill in the following

Ignite Netball Club

155 Tindals Road, Donvale 3111

PH: 03 9844 2471

Select option #42 – Clubs, associations or sporting nature

- Ensure that the section “Declaration of Volunteer Status” is completed before training or competition begins.
- Please ensure you process your WWCC as soon as possible as the form will take approximately 3 to 8 weeks to be processed.

## Ignite Procedures

1. The Ignite Secretary must receive lists of volunteer applicants to be screened one week prior to the commencement of training or the first competitive game.
2. Applicants are notified in writing, by the Ignite Secretary, of adverse decisions.

## Appeal Procedure

The Club Secretary, upon receiving an adverse finding shall inform the applicant. The Club Screening Officer shall advise the appeal process upon request.

An appellant should put in a notice of appeal to:

BV Screening Officer

Box 3 MSAC

Aughtie Drive ALBERT PARK 3206

The Screening Officer shall immediately notify the VJBL Screening Officer of any appeal.

## Notes:

Associations and their Coaching and Management personnel must be aware that this policy establishes a process of application. In other words coaches and administrators must apply to coach or administer by undergoing this check. Individuals who do not comply with this process are not to be given coaching or administrative positions with this Club.

- All coaches – permanent/replacement/substitute/developmental/assistant – should be screened.
- New coaches must be screened immediately ie. within two weeks of appointment.

## Child Protection Policy – Code of Conduct

This Code of Conduct is for all Ignite representatives; including coaches, team managers and committee members as stated in the Ignite Child Protection Policy.

As an Ignite representative, I am responsible for supporting the safety, participation, wellbeing and empowerment of children, and **I WILL:**

- Adhere to the Ignite Child Protection Policy at all times.
- Take all reasonable steps to protect children from exploitation and abuse.
- Treat all children fairly, and with respect and dignity, regardless of race, colour, gender, sexual orientation, language, religion, political or other opinion, natural, ethnic or social origin, disability, or other status.
- Promote the safety and wellbeing, participation and empowerment of children with disability and children from linguistically and culturally diverse backgrounds by ensuring my conduct is in no way discriminatory, and my decision making is sensitive to their special needs.
- Avoid physical contact with children unless necessary.
- Commit to a culture of openness, and as such I will not ask children to keep secrets, nor will I promise to keep secrets if asked.
- Listen and respond to the views and concerns of children, particularly if they are telling me that they or another child has been abused and/or they worried about their wellbeing, safety or safety of another
- Immediately report concerns or allegations of child abuse in accordance with the procedures stated in Ignite's Child Protection Policy. If I believe a child is in immediate risk of harm I will phone 000.
- Wherever possible, I will ensure that another adult is present when working in the proximity of children
- Immediately report any breach of this Code of Conduct to the Ignite Executive Committee.

As an Ignite representative, **I WILL NOT:**

- Use language or behaviour towards children that is, or could be interpreted as inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Use physical discipline or in any way punish a child.
- Engage children in any form of sexual activity or acts, including paying for sexual services or acts.
- Develop any 'special' relationships with children, beyond what is required of me in my role that could be seen as favouritism.
- Abuse the power and influence I have by virtue of my position over the life and wellbeing of a child.

I agree to adhere to this Code of Conduct, and in signing this, acknowledge that I have read, understood and will act in accordance with the Ignite Child Protection Policy.

I understand that a breach of this Code of Conduct may give rise to disciplinary action being taken against me.

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

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

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

## Suspected Child Abuse Form

This form is to be completed by the person to whom a disclosure was made or wishes to report a child or young person at risk of harm.

The completed form should be given to a member of the Executive Committee and kept confidential. The information will be used for reporting to State Child Protection Authority.

### Details of Reporting Person

Full Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Relationship to alleged victim: \_\_\_\_\_

### Basis for Reporting

Direct disclosure by victim (*please provide date and time of disclosure*): \_\_\_/\_\_\_/\_\_\_ at \_\_\_ am/pm

Reasonable grounds to suspect abuse

### Nature of Alleged Abuse

Physical Abuse

Sexual Abuse

Emotional/Psychological

Neglect

Other (please specify below)

**Please state immediate safety concerns below and describe why you have reasonable grounds for this report, including witnesses, description or any injuries, behaviour (please add pages if required)**

### Details of Alleged Abuse Victim

Full Name: \_\_\_\_\_

Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender:  Male  Female

Address: \_\_\_\_\_

Name of Parents/Guardians: \_\_\_\_\_

**Have the parents/guardians of the alleged victim been notified?**

**If yes, please include date and details of what they were told.**

### Details of Alleged Perpetrator of the Abuse (if known)

Full Name: \_\_\_\_\_

Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender:  Male  Female

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

Does the perpetrator know about the report?  Yes  No

If yes, who spoke to him/her and when? Name: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

What was he/she told?

## Ignite's Responses to Report of Suspected Child Abuse

Has an Ignite Executive Committee Member been notified?

Yes      Name of member: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

No      Please notify an Executive Committee Member immediately

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Has a State Child Protection Agency / Authority been notified?

Yes      Agency/Authority Name: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Advice provided by Agency:

No      Please state reasons why:

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Have the Police been notified?

Yes      Name of station: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Name of officer: \_\_\_\_\_  
Advice provided by the police:

No      Please state reasons why:

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## Name of person making this report

Full Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

*Please pass form to member of Executive Committee (President, Treasurer/Secretary)*

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## Name of Ignite Executive Committee Member receiving report

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_