WEST GIPPSLAND
FOOTBALL NETBALL

CHILD SAFETY OFFICER

HANDBOOK

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Introduction

This handbook has been developed for the use of member club Child Safety Officers (CSO) in Outer East Football Netball, and other club personnel such as presidents and secretaries.
It provides an outline of key responsibilities and contains key information required for the role.

Background

In April 2012, the Victorian government initiated an inquiry into the handling of child abuse allegations within religious and other non-government organisations. The inquiry's final report, Betrayal of Trust, made a number of recommendations that have been acted on by the Victorian Government. The creation of Child Safe Standards (the Standards) was one of the key recommendations.

From 1 January 2017, the Child Safe Standards applied to sporting organisations that operate and provide sporting services to children within Victoria (including National Sporting Organisations). The Standards apply to organisations as a whole, not only the areas that work with children. The standards are flexible and principle-based initiatives to increase the safety of all children within the organisation.

The Australian government developed a national set of child safety principles and as a result, the Victorian government reviewed the initial seven standards. This resulted in the development of 11 Child Safe Standards which aligned to the national principles and came into effect from July 1 2022.

The Standards apply to all personnel in an organisation. This includes:

- Board members
- All paid staff (CEO, executive, employees)
- All volunteers (Coaches, officials, administrators, scorers etc)
- All students on placement
- Any contractors the organisation engages

In response to the introduction of these standards, WGFNC and all of its affiliated clubs must implement a number of measures to ensure compliance and to instil a culture of child safety into the organisation. This handbook is designed to outline the Standards, what should be done to make your club a child safe organisation, and what the role of Child Safety Officer (CSO) involves.

Child safety is not an add-on or one-off exercise. *It is a legal requirement that the organisation will need to be compliant with as of 1 July 2022. Having policies and procedures in place is not enough - it's about creating a culture and environment within sport that is supportive and protective of children.*

Club Checklist – Child Safe Standards

	Yes	No	Notes
Child Safety Officer nominated	☐	☐	
Child Safety Officer has participated in WGFNC CSO Briefing	☐	☐	
Child Safety Officer has completed in nominated Child Safety training	☐	☐	
All club executive, staff and volunteers hold valid Working with Children Checks	☐	☐	
Working with Children Check Register is up to date and provided to WGFNC	☐	☐	
Club has own or has adopted WGFNC Child Safety and Wellbeing Policy	☐	☐	
Club has own or has adopted WGFNC Child Safety Code of Conduct	☐	☐	
Club has inducted and reminded staff and volunteers of the child safety and wellbeing policy and code of conduct	☐	☐	
Club has policy and code of conduct on their website	☐	☐	
Club has completed referee checks for those engaged in child related work	☐	☐	
Club has child safety posters publicly displayed	☐	☐	
Child safety is an ongoing agenda item during committee meetings	☐	☐	
The club has met child safety breaches seriously and reported to authorities if and when required	☐	☐	

The Eleven Child Safety Standards

1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
4. Families and communities are informed and involved in promoting child safety and wellbeing
5. Equity is upheld and diverse needs respected in policy and practice
6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
7. Processes for complaints and concerns are child-focused
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
10. Implementation of the Child Safe Standards is regularly reviewed and improved
11. Policies and procedures document how the organisation is safe for children and young people

Defining Child Safety

When considering the issue of child abuse, most will automatically think of the extreme cases – sexual abuse or physical violence. While these are the worst cases, they are not the only actions that are counted under the term.

It is important to remember that child abuse can be present in other ways, such as bullying, inappropriate behaviour, or inappropriate communication.

Negligence can also be counted as child abuse. For example, leaving one child alone after training while they wait for their parents, or poorly maintained facilities or equipment, can lead to the injury of a child under your care.

Do not limit your awareness of this issue to the extreme cases. Remember to consider ALL forms of child abuse as you seek to make your club safer.

Child Safety Officers (CSO's)

All clubs must have a nominated CSO. The role is intended to give players, clubs and parents a known point of contact for matters regarding child safety, and to give clubs a liaison for training and information regarding the issue. Essentially, having a CSO is intended to ensure that if an incident occurs, people know who to turn to, and that the person they turn to understands what to do.
It is hoped, however, that CSO's will be proactively seeking to make their club safer for the kids in as many ways as they can.

So where do I start?

To begin with, make sure you understand the issue you will be dealing with. Take a look at the policies and templates used and provided by WGFNC, and spend some time with the training resources intended to help you. In particular, complete some of the online Australian Sports Commission training modules, which can be found through the Training Hub (see "Child Protection Training Course").
Once you have read this handbook, it is the CSO's responsibility to get your club up to the standards that this new legislation has set. You won't be expected to do this alone, and you will have plenty of support from the WGFNC and from other sources.

What are the requirements of being a CSO?

WGFNC will require you to undertake certain training, in the form of online modules and information sessions, the details of which will be provided to you when you nominate as CSO. This training will ensure you understand what to do if someone reports an incident to you, and what kind of problems to look out for. In order to be accepted as the CSO for your club, you must supply the certificate of completion for all requested online modules, and a valid Working with Children Check.

What are my responsibilities?

To ensure your club is compliant with the new legislation, you need to:

- Adopt a Child Safety mission statement
- Oversee implementation of the Child Safe Standards in the club
- Adopt and implement WGFNC Child Safety and Wellbeing Policy
- Adopt and implement WGFNC Child Safety Code of Conduct
- Be a point of contact for child safety concerns for staff, volunteers and children.
- Undertake WGFNC child safety induction and training
- Liaise with WGFNC
- Educate and promote child safety within the club and its members
- Be a point of contact for child safety concerns
- Maintain detailed, accurate, secure written records of concerns and referrals.

Each of these steps will be addressed in more detail later in the document. In addition to these, you should familiarise yourself with the process for applying for a WWCC, so you can assist others from your club in getting theirs (this is addressed below).

Working with Children Checks – Who Needs One

The list of personnel requiring a WWC check includes:

- Coaches
- Assistant coaches
- Trainers
- Runners
- Team managers
- Coaching coordinator
- Club volunteer

- Child Safety Officer
- President, secretary, board members and committee members
- Any person at the club that does not have children at the club ie: senior players helping with training
- Umpire escorts are not currently required to have a WWC, however it is highly recommended that they do.

Working with Children Checks – Applying for a Check

When a member of your club is applying for their WWCC, they need to complete the first part of the application online at www.workingwithchildren.vic.gov.au. They will need to complete the online application portion, after which an email will be sent to the applicant.

They must then go to their nearest participating Australia Post outlet to finalise the application, and at this point their photo will be taken for the card (at no cost). It is important to note that if the applicant is a paid staff member of your organisation, they must get an employee check, not a volunteer check. If this is the case, they must also pay a small fee at this point of the application process.

Applicants will need to verify their identity during the process. They can do this during the online portion, or they can present three valid identification documents at Australia Post (a list is available on the WWCC website). If they verify online, they must still have valid photo ID when finalising at Australia Post.

Once they have received a receipt to say the process has started, they must return to the website and create a MyCheck Portal. Once they log in to this, they can click “Change My Details” and align themselves with the club by adding an organisation. They will need to add their club as “WGFNC – Club Name” (eg “WGFNC – Wandin”). Please ensure that all applicants list their club the same, as this assists us in grouping clubs together to check compliance. They can complete this part during the initial online application as well.

Note: applicants need to apply under organisational codes #42 and #70.

Working with Children Checks – Expiration and Non-Compliance

If a member of your club does not have a WWCC and are required by the WGFNC to have one, they **must not** perform duties at the club until they do. In many cases, it will be illegal for them to do so, and both the club and the individual can be liable. This is why it is so important for these checks to be completed and properly monitored.

Working with Children Checks – Exemptions

The WWCC check website lists several exemptions, including VIT registered teachers, police officers and anyone under the age of 18 themselves. Please note, that for the purposes of working or volunteering in WGFNC:

- VIT registered teachers must register their WGFNC/club role with WWCC through Services Victoria.
- Police Officers must obtain a WWCC and register their WGFNC/club role with WWCC.
- A person who is under 18 years of age is exempt from required a WWCC.

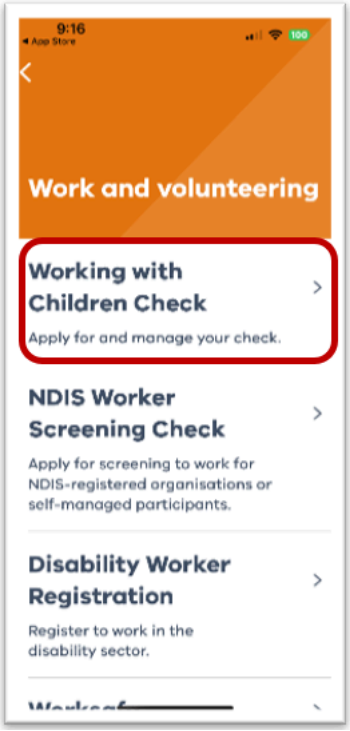
This position enables improved accountability and monitoring of the validity of accreditations through being notified of a change in their status. Additionally, it is a safety measure that the WGFNC has decided to implement to maximise the protection of the children who play football and/or netball in the league.

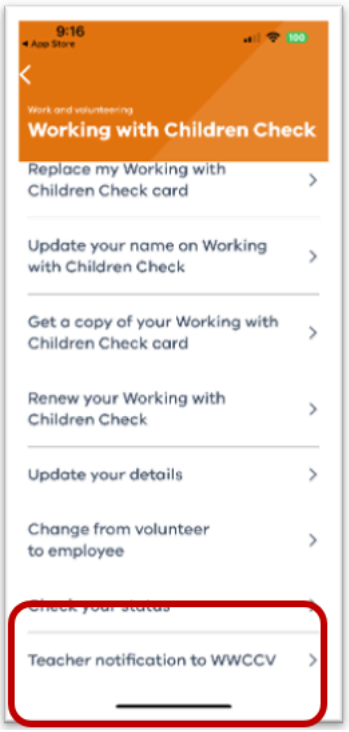
While some volunteers may be unhappy with the decision, remind them that this is in response to legal requirements and that the safety of the children is the undisputed top priority. Ensuring an extra level of protection for them far outweighs any inconvenience to an individual incurred by obtaining a WWCC.

VIT Registered Teachers

VIT Registered Teachers must register their role with WWCC. This can be undertaken via the Services Victoria App. VIT Registered Teachers must be included in the WWCC Register.







Working with Children Checks – Exclusion

If a person applies for a Working with Children Check, they will either pass all background checks and receive their card, or the checks may find something that prevents them from being issued a WWCC. In such cases, they are issued an Exclusion, If this occurs, follow the walkthrough below.

Important things to remember if your club receives a notice from the Department of Justice and Regulation:

- The letter you receive is confidential and should only be read by yourself and not be shared with others. Sharing personal information with others is an offence against the Department of Justice and Regulation.
- The letter you receive will also be received by WGFNC. This will only occur if the person has nominated WGFNC as an employer.
- Ensure the letter is filed or stored away in a secure area where no one else can gain access
- It is not your responsibility to question or assume guilt of the person in question

- The ruling given when checking status in step 1 is non-negotiable, and is not our decision – we do not answer questions as to why they must stop, beyond stating that it is due to an Exclusion,
- If you are unsure what to do, contact WGFNC CSO's for assistance

Step 1: Check status of application

Go to WWCC site and perform a check on the negative notice received application. Once you enter the required details (card number and surname, both of which will be on the letter), the system will tell you whether or not the person must be removed from work in the meantime.

If you are not confident or have questions, call the Department of Justice at this point, BEFORE contacting anyone else.

If the information you receive from the Department's site tells you that the person in question cannot work with children, you must ensure this person cannot work with children at your club. Please follow the steps below if the Department's website informs you the person in question cannot work with children.

Step 2: Contact the club Child Safety Officer at the WGFNC

You must contact the CSO of the WGFNC to ensure they are aware of this notice, in case they have not received a letter. You must not divulge any information to other staff members besides the CSO.

Inform the WGFNC CSO if the individual is required to stand down from duties or reassigned. Inform them that you will contact the individual to inform them of the situation.

Step 3: Contact the individual to notify them

- Do not issue a "Please Explain" or similar – you are required to notify, not investigate
- Do not make accusations or inferences about the individual – there can be a range of reasons that may trigger this notice.
- Direct them to contact the Department of Justice regarding the issue
- Do not give extra information to the individual – anything beyond "we have received this notice and you are unable to continue your duties at this time" is not your place to provide any further detail.

Step 4: Follow up with the club to ensure the individual has ceased work, if required

- Confirm, prior to next training/game, that the individual will not be present

What if someone else is going to take over as CSO?

If the person undertaking the role of the CSO role is changing at your club, you **must** notify WGFNC at least a week before the new CSO begins their duties. This allows time to confirm the new CSO is compliant with the requirements for the role, update contact details, and ensure that the new CSO has everything they need to perform their duties. Members of you community should be informed of the change to enable continued support. You must also ensure that any online registries where you are listed as CSO are updated to reflect the change.

Child Protection Training Course

As the CSO for your club, you are required to not only have your Working with Children Check, but also to complete induction through WGFNC and complete online training module. This module is an educational resource from Play by the Rules, called Child Protection and Safeguarding course.

- https://www.sportintegrity.gov.au/what-we-do/safeguarding/safeguarding-resources-clubs-and-sporting-organisations

- Complete the training module. Make sure you save your certificate of completion.
- Provide your certificate to WGFNC CSO.

Contact List

West Gippsland Football Netball Competition:	Phone Number
Name (WGFNC Chief Executive Officer)	Phone Number
Name (WGFNC Child Safety Officer)	Phone Number
Department of Families, Fairness and Housing	(03) 9096 0000 Email: childsafeorgs@dffh.vic.gov.au https://providers.dffh.vic.gov.au/child-safe-standards
The Commission for Children and Young People	(03) 8601 5281 Email: childsafestandards@ccyp.vic.gov.au www.ccyp.vic.gov.au
Vicsport	(03) 9698 8109 https://vicsport.com.au/the-child-safe-standards

Position Application

Name:			
Role applying for:			
Contact Number:			
Email Address:			
WWCC Number:			
Qualification/accreditation:		**Date:**	

Why I wish to work with children in football and/or netball?	
Any relevant history working/volunteering with children?	
Reasons for leaving previous roles working with children?	

Referee 1	**Name:**	
	Organisation:	
	Role:	
	Contact details:	

Referee	**Name:**	
	Organisation:	
	Role:	
	Contact details:	

e 2		

West Gippsland Football Netball Incident Report

To be used for the purpose of record keeping

Details					
Name of person making report:			Contact details:		
Incident reporter wishes to remain anonymous:	☐Yes	☐No			
Date of incident:					
Time of incident:					
Location of incident:					
Name(s) of child/children involved:			Contact details:		
Aboriginal and Torres Strait Islander?	☐Yes	☐No	Disability:	☐Yes	☐No
Parent/Carer Name(s):			Contact details:		
Name(s) of staff/volunteer involved:			Contact details:		

-If you believe a child is at immediate risk of abuse contact 000-

Incident Type			
Physical violence:		**Serious emotional or psychological abuse:**	
Sexual offence:		**Serious neglect:**	
Other *(please describe)*:			
When did it take place?			
Who was involved?			
What took place? What did you see?			
Other information:			

Child Safety Officer	
Date incident report received:	
Staff member managing incident:	
Follow-up date:	

Has the incident been reported?	
DFFH Child protection:	
Police:	
Another third party *(please specify)***:**	
WGFNC:	

Working with Children Check Register

WEST GIPPSLAND
FOOTBALL NETBALL

Club Name:	
Date of last update:	
Club Contact:	

Name	DOB	Position	Type-Volunteer/ Employee	WWCC Application Receipt Number	WWCC Number	Image of WWCC	Expiry date

Working with Children Check Register-VIT Registered Members

WEST GIPPSLAND
FOOTBALL NETBALL

Club Name:	
Date of last update:	
Club Contact:	

Name	DOB	Position	VIT Number	Image of VIT Card	Expiry date	Registered the club as 'child related work' through Services Victoria