



Child Safe Policy

OUR COMMITMENT TO CHILD SAFETY

Barnstoneworth United Football Club Orange is committed to child safety and the laws and processes which are in place to ensure that child safety is upheld within our community.

BUFC CSP 2022	Child Safe Policy
Purpose	To: <ul style="list-style-type: none">• demonstrate commitment to the safety and welfare of children and young people• minimise the risk of abuse, misconduct and misuse of positional power• inform all staff and volunteers of their obligations and responsibilities in keeping children safe
Scope and audience	This policy applies to: <ul style="list-style-type: none">• committee members• coaches and managers• people in leadership roles• volunteers• contractors• children and young people• families, carers and communities• all activities conducted directly and indirectly in connection to the football club
Responsibilities	All members of the club are responsible for observing and following this code of conduct.

Definitions**Child Safe Scheme** (<https://ocg.nsw.gov.au/child-safe-scheme>)

Under the Child Safe Scheme, certain child-related organisations in NSW must put into action the Child Safe Standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse.

Code of Conduct

What is required of club members in ensuring the safety of children within the club.

Working With Children Check (<https://ocg.nsw.gov.au/child-safe-scheme/why-we-have-child-safe-standards>)

A mandatory verification process by the Office of the Children's Guardian for all adults involved in any aspect of the club, particularly those coaching or managing junior teams.

Complaints Handling Process

A series of steps which can be followed by any person in reporting any issues which are in breach of this Child Safe Policy or the Code of Conduct.

Coach/Manager EOI

An expression of interest process which anyone wishing to coach or manage a team must lodge during the pre-season.

Mandatory Reporting

The expectation that any member of the club should report anything that may be harmful to a child who is a part of the club. Failure to report any act of abuse, grooming or other harm to a child is a criminal offence under NSW law.

Member Protection Information Officer

A point of contact within the club for any issues relating to child safety, any reportable incident or for any resources relating to child safety.

Child Abuse

Any reportable act which harms the welfare of a child involved with the club, whether it be physical, sexual or emotional abuse.

Furthermore, Child Abuse is the mistreatment of a child or young person that:

- causes, is causing or is likely to cause any detrimental effect to a child or young person's physical, psychological, or emotional wellbeing; or
- does, or is likely to, endanger a child or young person's physical or emotional health, development or wellbeing, whether through a:
 - single act, omission, or circumstance; or
 - series or combination of acts, omissions, or circumstances, and includes:

Bullying

When a person or group repeatedly and intentionally uses words, actions or inappropriate power against a person or group that causes distress, physical and/or psychological harm to their wellbeing.

Emotional and/or Psychological Abuse

Occurs when a child or young person does not receive the love, affection, or attention they need for healthy emotional, psychological, and social development or are exposed to violence/abuse against other children or adults. Such abuse may involve:

- a. repeated rejection or threats to a child or young person;
- b. constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule, intentional exclusion, continual coldness, and rejection;
- c. bullying and harassment;
- d. harmful training methods or overtraining where there is the potential to result in damage to a child or young person's physical, intellectual, or emotional wellbeing and development.

Exposure to Family Violence

Any abusive behaviour used by a person in a relationship to gain and maintain control over their partner or ex-partner. It can include a broad range of behaviour that causes fear and physical and/or psychological harm. If a child or young person is living in a household where there have been incidents of domestic violence, then they may be at risk of significant physical and/or psychological harm.

Harassment

Any unwelcome behaviour that offends, humiliates or intimidates another person and is reasonably likely to cause harm to the person who is the subject of the harassment.

Physical Abuse

Occurs when a person subjects a child or young person to application of physical force, which may cause injury intentionally or inadvertently because of physical punishment or the aggressive treatment of a confinement. Physically abusive behaviour includes, but is not limited to:

- a. shoving, hitting, slapping, shaking, throwing, punching, biting, burning, kicking;

b. harmful training methods or overtraining where there is the potential to result in damage to a child or young person's physical development.

Neglect

The persistent or deliberate failure or denial to meet a child or young person's basic needs, including the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention, or supervision to the extent that the child or young person's health and development is or is likely to be harmed, whether the neglect is physical, medical, emotional or educational neglect in nature or takes the form of abandonment.

Sexual Abuse

Occurs when an adult, or a person in authority (i.e. older, or younger but more physically or intellectually developed) involves a child or young person in any sexual activity. A child or young person cannot provide consent, therefore even if consent' is given, it still constitutes sexual abuse. Perpetrators of sexual abuse take advantage of their power, authority, or position over the Child or Young Person for their own benefit. It can include making sexual comments to a child or young person, or conducting some physical act of a sexual nature with a child or young person.

Sexual Exploitation

A form of sexual abuse that occurs when a child or a young person is forced into or involved in sexual activities that are then unlawfully recorded in some way, or recorded without the consent of one or more parties, or used to produce child sexual abuse material. Such material can be in the form of photographs or videos, whether published or circulated on the internet or social media. Encouraging a child to view pornographic videos, websites, or images, or engaging a child or young person to participate in sexual conversations over social media or otherwise is also considered sexual exploitation.

Sexual Harassment

Any unwanted, unwelcome or invited behaviour of a sexual nature, which could make a person feel humiliated, intimidated or offended, including unwanted physical contact, verbal remarks, jokes, sharing of inappropriate pornographic or offensive material either in person, online, through social media or other modes of communication.

Content

The BUFC Orange Child Safety Policy includes:

- a commitment by the club to child safety and the laws and processes which are in place to ensure that child safety is upheld within our community. supervision of children
- children should be supervised at all times and managers and coaches should ensure children are safe before and after training, matches or other club events and with some means of communication such a mobile phone
- managers and coaches should ensure children are being safely transported to and from club events
- an adult who is not a relative should not directly communicate with a child via online/social media/text/phone unless it is done through a group chat where all participants/team members/parents can see the messages
- all social media relating to the club is to be done by the club's publicity officer or other authorised committee member
- the club's media policy must be adhered to at all times
- alcohol, drugs, cigarettes, vapes and inappropriate imagery are prohibited
- inappropriate conversations are prohibited
- gifts and benefits from an adult to a child are prohibited
- personal and intimate care between an adult and child is prohibited
- physical contact with children is prohibited unless it is in the performance of necessary first aid or critical trauma casualty care resulting from an injury sustained during, before or after a club event
- children are not to enter a change room/toilet block unaccompanied (eg use of the buddy system is required) and coaches/managers must ensure any change room/toilet facility etc is safe to enter and sanitary
- adults working with children must maintain a high standard of professionalism, and not act in a way that would be inappropriately familiar
- family members must always accompany children on away trips and any overnight stays
- if in doubt, any adult should apply common sense to all situations relating to child safety and which are not covered here
- all individuals are obliged to report any form of inappropriate behaviour (eg grooming) or child abuse, even if it is not related to the club

Code of Conduct

BUFC Orange's expectations when ensuring child safety are:

- immediately report concerns or allegations of inappropriate conduct that involve a child or young person
- respond to any complaints or allegations of prohibited/inappropriate conduct that they receive in a timely and appropriate manner
- cooperate with any police or government agencies or governing body in respect of any investigation into allegations of prohibited conduct connected to a child or young (this may include answering questions, making a statement or giving evidence at a hearing)
- be respectful of children and young people and their views and facilitate opportunities for children and young people to influence decision making processes and provide feedback
- consider the needs of all children and young people, including Aboriginal and Torres Strait Islander children or young people, vulnerable children, children with disability, children from culturally and linguistically diverse backgrounds, and lesbian, gay, bisexual, transgender and intersex children and young people
- adhere to all relevant policies and processes concerning the care and safeguarding of children and young people
- understand all obligations including mandatory reporting requirements under relevant NSW and Commonwealth child protection legislation

Reporting Policy

Key Principles of Reporting

- Everyone in our organisation must report any concerns about the safety or welfare of a child or young person immediately.
- Everyone in our organisation should be confident that concerns and allegations will be dealt with honestly and fairly.
- Everyone in our organisation should be confident in reporting unacceptable behaviour around children and young people.

Where an allegation is made the safety and wellbeing of the child is paramount.

Reporting Obligations

NSW Police

Contact the police on 131 444 for any situation you consider could be a criminal offence. This includes child sexual assault, physical assault and grooming offences. Note: It is a criminal offence for adults not to report to police if they 'know, believe or reasonably ought to know that a child abuse offence has been committed'. In addition, people employed in child-related work may be subject to a criminal offence if they fail to reduce or remove risk of a child becoming a victim of child abuse.

Department of Communities and Justice (DCJ)

Any person who has reasonable grounds to believe that a child or young person is at risk of significant harm may report to DCJ by phoning 132 111 (this is a 24-hour service).

Mandatory reporters must report if they have reasonable grounds to suspect a child is at risk of significant harm by going to the [ChildStory Reporter Community](#).

A person who is paid to provide the following services and a person (paid or unpaid) who is in a management position in these services are mandatory reporters:

- health care (doctors, nurses)
- education (teachers)
- children's services (childcare centres)
- residential services (refuges)
- law enforcement (police)

Office of the Children's Guardian

Relevant entities in NSW must report allegations and findings of sexual offences, sexual misconduct, ill-treatment of a child, neglect of a child, an assault against a child, failure to protect a child or failure to report if a child has been harmed, as well as any behaviour that causes significant emotional or psychological harm to a child.

All complaints should be reported. This includes:

- disclosures of abuse
- unacceptable behaviour around children and young people
- suspicion of abuse or harm to a child or young person

Who to report to:

All complaints must be reported to the child safety contact officer listed here:

Member Protection Information Officer

Jodi Towns 0409 366 728

mpio@bufc-orange.com

Raising a concern:

A child or young person, or any staff member, volunteer or student can make a complaint or raise a concern by:

- face-to-face meeting with the child safe contact officers or the person in your organisation responsible for managing child harm allegations
- phone call 0427 569 925
- email: see above

Immediate actions:

- Steps are taken to ensure the child is removed from immediate harm, including removing the person the allegation is made about from child-related work if required.
 - The incident is recorded on our complaint record form.
 - If required, NSW Police and DCJ are contacted and will give us instructions on how to proceed.
 - If required, the OCG is contacted and will give advice on how to proceed with an investigation.
 - Investigation is carried out in a timely, fair and transparent manner (being mindful of privacy obligations) in line with our policy on responding to child safety reports.
 - The child receives information about the investigation process, timeframes and outcome (being mindful of privacy and not compromising any ongoing investigation). The child receives ongoing support from both your organisation and through referrals as needed (for example, counselling).
 - After a finding is made, management is to act in accordance with our Responding to Child Safety Reports Policy
 - Critical incident review conducted to improve policies and procedures to prevent the incident reoccurring.
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Privacy and confidentiality:

We follow the obligations defined under the *Privacy Act 1988* (Commonwealth).

- All information is recorded on our complaints and allegations reporting form.
- All complaints and allegations reporting forms are stored securely and only accessed by those in the organisation with responsibility for oversight or investigation.
- Information may be exchanged under Chapter 16A of the *Child and Young Persons (Care and Protection) Act 1998* with other agencies who have responsibilities relating to the safety, welfare or wellbeing of children or young persons
- The privacy of those involved is maintained by our organisation in accordance with our obligations under the *Privacy and Personal Information Protection Act 1998*.

Review

This policy will be reviewed annually and after critical incidents, to ensure continuous improvement in our practices and that we keep up to date with relevant legislation and industry requirements. Children and young people have an opportunity to provide feedback on the policy and complaint handling process.

Risk Management

Risk managing for the safety of children follows a number of steps. All club officials, manager and coaches should plan a risk assessment based on the following:

1. Identify risks
2. Assess risks
3. Apply controls or treatments
4. Review those controls and treatments.

BUFC Orange Child Safe Risk Management Plan (CSRMP)

Identify

Step 1: Identify the settings you operate in where adults interact with children.

Step 2: Identify the risks of harm and abuse in each setting.

Assess

Step 3: Consider the likelihood of each risk occurring.

Step 4: Consider the consequence of each risk.

Step 5: Calculate risk hierarchy.

Control

Step 6: Identify and introduce suitable protective strategies for each risk.

Review

Step 7: Monitor and review

Child Safe Recruitment Policy

BUFC Orange uses an EOI to screen all appointments to roles involving children. This Child Safety Plan forms part of the required reading when lodging an EOI.

Legislation

The BUFC Orange Child Safety Plan falls under the provisions of the following legislation:

- *Children’s Guardian Act 2019*
- *Child Protection (Working with Children) Act 2012*
- *Child Protection (Working with Children) Regulation 2013*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Crimes Act 1900*
- *Children and Young Persons (Care and Protection) Regulation 2012*
- *Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015*
- *Disability Inclusion Act 2014*
- *Anti-Discrimination Act 1977*

Standards may include:

- United Nations Convention of the Rights of the Child
- Child Safe Standards
- any other standards related to your organisation’s area of work.

Publication	This policy will be placed on the club website and will be linked to the club’s EOI for coaches and manager.
Review	This policy will be reviewed annually following the Annual General Meeting or following any incident, with the MPIO to be the chief reviewer, and the policy to be submitted to the committee of the whole for approval if required to be voted upon.

This template was developed by the NSW Office of the Children’s Guardian.