



South Cardiff Football Club (SCFC)

Child Safe Policy

CONTENTS

- Purpose: Why does SCFC have this policy?
- Who does this policy apply to?
Roles and responsibilities of everyone who oversees child safety
- Statement of Commitment to Child Safety
- Definition of child abuse and harm
- Child Safe Code of Conduct
- Child Safe Reporting Policy
- Child Safe Recruitment, Induction and Training Policy
- Child Safe Risk Management Plan
- What laws and regulations does our policy conform to?
- Publication, Evaluation and review



Purpose: Why does SCFC have this policy?

-
- We are committed to providing a safe and inclusive place for children.
 - We use the Child Safe Standards to underpin how we keep children safe.
 - We uphold the rights of all children to participate to their full capacity.
 - Supporting this document are other policies, procedures and codes of conduct that aim to identify and prevent behaviour that may be harmful to children and young people. These supporting documents have been developed to guide appropriate behaviour and encourage all committee and coaching staff and club members (any adults who interact with children in the Club), both paid and volunteer, to create, maintain and improve a child safe environment.
 - This policy has been developed to protect children and young people. It includes guidance for people who work with them, in how to appropriately act when engaging with them.
 - We encourage and support the participation of children and young people in the development and ongoing reviews of this policy. We understand that by listening to them we will better know how to keep them safe.
 - Our leadership team promotes reporting any breach of our policies, procedures and codes of conduct, and will act to ensure the safety, welfare and wellbeing of children are upheld.
 - Failing to observe this policy and any supporting policies, procedures or codes of conduct may lead to disciplinary action in accordance with our disciplinary policy.
 - In the event of a breach of the law, the matter will be reported to NSW Police or other relevant government agency.
 - The advice in this policy should be always followed. In the event of an emergency staff members should contact Rob Panther [President] as well as relevant authorities

Who does this policy apply to?

Roles and responsibilities of everyone who oversees child safety

We require all workers, paid or unpaid, who work with children to:

- comply with this policy and prioritise the prevention of harm to children and young people
- uphold the rights of children and actively empower them to participate to the best of their ability
- provide a safe and inclusive environment free from discrimination or harassment
- report any breach (of this policy, procedure or Child Safe Code of Conduct) to the MPIO or President
- take steps to ensure all children can actively contribute to the organisation regardless of their ability, race, gender or cultural background
- use positive and encouraging language when working with children
- refrain from language that is discriminatory, racist, sexist, offensive or belittling
- act on any concerns raised by a child that indicate they may be unsafe
- avoid situations that place children at risk of harm
- refrain from any conduct that is considered abusive, neglectful or grooming
- notify and seek approval for any interaction with a child outside our services, either professionally or personally, unless that child is a close family member
- hold a Working with Children Check (WWCC) clearance (paid for paid staff), unless exempt
- provide their WWCC number when requested for us to verify.

South Cardiff Football Club's Statement of Commitment to Child Safety

-
- ⌚ Within our Club, we are committed to providing a safe environment for children and young people.
 - ⌚ The safety and wellbeing of children is central to all our decision-making and club operations.
 - ⌚ Our Club is committed to child safety and we have a zero-tolerance approach to child abuse as all children and young people have a right to feel safe and be safe.
 - ⌚ We are committed to a culture where the safety, wellbeing and participation of all children and young people we work with are paramount.
 - ⌚ We invest in our coaching and committee staff and volunteers to ensure they are supported to have the skills, knowledge and confidence to be child safe.
 - ⌚ We seek to incorporate the views and opinions of children and young people when developing a safe place for them to grow and develop.
 - ⌚ We welcome comments, compliments and complaints from children, their families and the community to guide how we work to protect children.
 - ⌚ We make sure children know who to talk with if they are worried or are feeling unsafe and we support children and young people to be comfortable and encouraged to raise any issues that concern them.
 - ⌚ We review our policies and procedures at least annually to ensure our coaching and committee staff and members have clear and relevant guidance on appropriate behaviour with children.

Definition of child abuse and harm

This policy aims to prevent the following types of harm and abuse:

Child abuse:

The World Health Organization refers to all types of child abuse as child maltreatment. It includes all types of physical or emotional ill-treatment, sexual abuse,

neglect or negligence, which results in actual or potential harm to a child's health, survival, development or dignity.

Grooming:

When offenders manipulate children and adults to abuse a child, it is called grooming. It's a process the offender uses to build trust and create an environment where abuse can occur.

Child Safe Code of Conduct

PARENT/GUARDIAN CODE OF CONDUCT

The National Code of Conduct applies to all parents/guardians at any playing level:

- Respect the rights, dignity and worth of others.
- Remember that your child participates in the sport for their enjoyment, not yours.
- Focus on your child's efforts and performance rather than the result.
- Never ridicule or yell at children for making mistakes or losing a game.
- Applaud good performance and effort by all players, including opposition.
- Show respect to coaches, players, Officials and the opposition.
- Demonstrate appropriate behaviour by not using foul language or harassing others.
- Condemn the use of violence at all times.
- Educate your child that effort is as important as the result.
- Be a model of good behaviour.
- Respect official's decisions and educate your child to do the same.
- Do not physically or verbally abuse/harass anyone associated with the sport.

I understand that if I do not adhere to the club's expectations and requirements, any/all of the following actions may be taken by South Cardiff Football Club or Northern NSW Football.

- Receive a verbal caution from the Technical Director.
- Receive a verbal caution from the Executive Committee.
- Receive a written warning from The Club or Northern NSW Football.
- Required to have a formal meeting with Executive Committee of South Cardiff FC.
- Be required to leave the club.

Child Safe Code of Conduct

COACH/MANAGER CODE OF CONDUCT

The National Code of Conduct applies to all coaches/managers at any playing level:

- Never ridicule or yell at children for making mistakes or losing a game.
- Be reasonable in your demands on young footballers' workload.
- Educate the players to follow rules and show good sportsmanship.
- Ensure that equipment and facilities are looked after and meet safety standards for all players.
- Do not overplay 'talented' players. All players deserve fair game time in development.
- Follow advice of medical professionals when determining a player's fitness.
- Develop players inline with Club Vision & Philosophy to aid development of players.

Our coaching staff understand the club's expectations and requirements, any/all of the following actions may be taken by South Cardiff Football Club or Northern NSW Football.

- Receive a verbal caution from the Technical Director.
- Receive a verbal caution from the Executive Committee.
- Receive a written warning from The Club or Northern NSW Football.
- Required to have a formal meeting with Executive Committee of South Cardiff FC.
- Be required to leave the club.

Child Safe Reporting Policy

TITLE	CONTENT
Introduction	To help keep children safe, we must create, maintain and improve our child safe reporting practices to ensure they remain effective. Everyone in our Club must: <ul style="list-style-type: none"> · know what to report, who to report it to and how to report it · report any concerns about the safety or welfare of a child or young person immediately · feel confident that concerns and allegations will be dealt with honestly and fairly · feel confident in reporting unacceptable behaviour around children and young people · ensure the safety and wellbeing of the child is paramount when an allegation is made.
Definitions of harm and abuse (what to report)	<p>Psychological abuse Includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence. Physical abuse Includes physical punishment such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.</p> <p>Sexual abuse Includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material (often known as photography).</p> <p>Grooming The process where a person manipulates a child or group of children, and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of trust so they can then later sexually abuse the child.</p> <p>Misconduct Inappropriate behaviour that may not be as severe as abuse, although could indicate that abuse is occurring and would often be in breach of an organisation’s Child Safe Code of Conduct*, including showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.</p> <p>Lack of appropriate care Includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.</p>
Types of complaints (what to report)	All complaints should be reported. This includes: <ul style="list-style-type: none"> • criminal conduct • risk of significant harm • disclosures of abuse • unacceptable behaviour around children and young people that breaches our Child Safe Code of Conduct • suspicion of harm or abuse to a child or young person • reportable conduct.

Child Safe Reporting Policy

TITLE	CONTENT
Making a complain (who can report)	Everyone in our Club has the right to make a genuine complaint and won't be punished if they do. This includes children and young people, coaching and committee members and volunteers. Reporting abuse is mandatory and encouraged – it is never obstructed or prevented.
Reporting obligations (who to report to)	<p>Reporting criminal conduct Contact NSW Police on 131 444 for anything you consider could be a criminal offence. This includes sexual assault, physical assault, grooming offences, and producing, disseminating or possessing child abuse material.</p> <p>Note: It is a criminal offence for adults not to report to police if they know or believe 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 the risk of a child becoming a victim of child abuse.</p> <p>Reporting risk of significant harm Any person who has reasonable grounds to believe that a child or young person is at risk of significant harm can report to the Department of Communities and Justice (DCJ) on 132 111 (this is a 24-hour service).</p> <p>Reporting allegations and convictions Relevant entities must notify the Office of the Children's Guardian of reportable allegations or convictions (that is, reportable conduct). This includes 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 psychological harm to a child.</p> <p>Reporting breaches of our Child Safe Code of Conduct All complaints must be reported to our Member Protection Information Officer (MPIO).</p>
Risk management strategies (how to report)	<p>To ensure the immediate and ongoing safety of the child:</p> <ul style="list-style-type: none"> • establish the welfare and safety of the child and take steps to ensure the child is removed from the risk • reassure them and remain calm • listen carefully without interrupting • don't ask leading questions or any additional questions once you've established there is a genuine concern (to not compromise future investigations by NSW Police or DCJ) • support them, reassuring the child that they have done the right thing, that you believe them and that the abuse is not their fault • explain what will happen, including timeframes • don't make promises you can't keep • don't confront the alleged perpetrator • seek guidance if you are unsure about what to do. • It is the child safety officer's role to conduct a risk assessment after receiving an allegation, to ensure the safety of all people involved and maintain the integrity of the investigation.

Child Safe Reporting Policy

TITLE	CONTENT
Procedural fairness, including privacy and confidentiality (how to report)	<p>Any allegation of abuse will be treated in a fair, transparent and timely manner. Member(s) subject to an allegation will be notified when a disciplinary hearing will take place and what will occur at the hearing. We follow the obligations defined under the Privacy Act 1988 (Commonwealth), and relevant reportable conduct investigations are conducted with the OCG's Reportable Conduct Directorate.</p> <p>Additionally:</p> <ul style="list-style-type: none"> • all information is recorded on our reporting form for complaints and allegations • all reporting forms for complaints and allegations are stored securely and only accessed by those in the organisation with responsibility for oversight of the 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 people • our club maintains the privacy of those involved in accordance with our obligations under the Privacy and Personal Information Protection Act 1998 • if an incident is found to be substantiated, likely outcomes or responses will be determined by the Committee or from advice given by relevant authorities.
Complaint process (how to report)	<p>Once a complaint has been made, use this step-by-step process to make sure it's appropriately followed up:</p> <ul style="list-style-type: none"> • steps taken to remove child from harm • incident recorded • reporting obligations met, if necessary • investigation conducted, keeping everyone involved up to date with what's happening • offering ongoing support to the child as needed • reviewing the incident and updating the organisation's child safe policies, if necessary.
Legislation	<p>Crimes Act 1900 Child and Young Persons (Care and Protection) Act 1998 Children's Guardian Act 2019 Privacy Act 1988 (Commonwealth) Privacy and Personal Information Protection Act 1998</p>
How we publicise our Child Safe Reporting Policy	<p>To ensure everyone in our Club is aware of our Child Safe Reporting Policy and their reporting obligations we:</p> <ul style="list-style-type: none"> • will publish the policy on our website which is publicly available • provide coaching and committee staff with internal and external training opportunities so they understand our processes for complaints and
Review date	<p>This policy will be reviewed annually and after any critical incidents, to ensure continuous improvement of our child safe practices and that we keep up to date with relevant legislation and industry requirements.</p> <p>Children and young people have an opportunity to provide feedback on the policy and complaint handling.</p>

Child Safe Recruitment, Induction and Training Policy

- All coaching staff, assistant managers and committee staff are to provide their Working with Children Check (WWCC) and have it validated by the Club before season commencement. Anyone who is remunerated, must have a paid WWCC.
- Only staff and committee members who have had a clear WWCC are able to interact with children.
- All coaching and assistant staff are to be inducted by the Head Coach and/or Technical directors and will undergo any training deemed suitable to ensure they have the required skills to work with children and young people.

Child Safe Risk Management Plan

Organisation Details	
Organisation Name	South Cardiff Football Club Ltd
Nature of Services Provided	<p>South Cardiff Football Club is a semi-professional football club that was established in 1964 and is based in the Hunter Region.</p> <p>We currently compete in three premier competitions governed by Northern NSW Football.</p> <ul style="list-style-type: none">• Junior Development League (JDL)• Premier Youth League (PYL)• Northern League One (NL1) <p>The coaching staff are experienced coaches with good reputations. Most coaching is completed in a group setting</p>
Baseline Expectations	All staff and committee members are to have verified WWCC
Combined Level of Risk	Medium
Date Completed	Dec 2023
Last Reviewed	Dec 2023

Child Safe Risk Management Plan

Risk and Protective Strategies

Identified Risk	Risk	Child Safe Standard	Protective Strategies and Interventions	Governance	Timeframe	Outcome
Lack of focus on children's welfare and wellbeing through absence of child safe policies and procedures	Low	Policies and procedures	Policies and procedures will be developed, maintained and published in line with those provided by the NSW Office of the Children's Guardian. These are: Code of Conduct Commitment to Child Safety Child Safe Policy Complaint Handling Procedure	Committee	Annual	Staff and the community understand the organisation's approach to child safety Staff and the community know that the organisation takes child safety seriously
Competitive cultures can reduce the likelihood of athletes speaking up when they have concerns	Medium/High	Leadership, governance and culture Children's participation and empowerment	Committee and staff will champion a set of core values that inform the organisation's approach to child safety. They will demonstrate attitudes and behaviours that prioritise the safety of children through the behaviours and practices they reward and challenge. This will include calling out behaviours that do not support child safety, or those that foster a negative competitive environment, such as threatening players' success if they speak out about things that concern them. It will also include encouraging a culture of reporting through materials distributed by the club, such as committee meetings and at coach meetings. All Committee and staff must adhere to the organisation's Code of Conduct and relevant policies which sets clear behavioural expectations around child safety, including positive behaviours that challenge negative competitive cultures and encourage players to say something if they have safety concerns.	Committee Head Coach Technical Directors	Ongoing	Organisational culture creates an environment where it is difficult for abuse to occur Children speak-up about their safety and the safety of their friends Staff /Committee appropriately respond to and report child abuse
Young participants/players	Moderate	Children's participation and empowerment	Age-appropriate information that describes how adults should behave is provided to children and is consistently reinforced (including the information booklet assigned to all players and discussed at season launch)	Committee Head Coach Technical Directors	Ongoing	Children understand that they are listened to and respected. Children speak-up about safety.

What laws and regulations does our policy conform to?

SCFC must comply with several child protection standards and laws.

These include:

- a) 10 Child Safe Standards
- b) Children's Guardian Act 2019
- c) Child Protection(Working with Children) Act 2012
- d) Child Protection (Working with Children) Regulation 2013



Publication, Evaluation and Review

PUBLICATION

This policy will be published on the Club's website.

EVALUATION AND REVIEW

This policy document will be reviewed annually by the Committee members at each Annual General Meeting (held in December).

This policy will also be reviewed following any critical incidents.

The Club president is responsible for:

- Ensuring the review takes place
- Determining what evaluations need to occur to ensure the policy is fit for purpose.

Any club member is able to provide their feedback and suggestions to this policy, including children and young people