



Child Safe Risk Management Plan

Preventing, identifying, and responding to risks of harm to children in Club activities and environments

Document owner	Southlakes Roosters Junior Rugby League Football Club Executive Committee
Approved by	Executive Committee
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Effective date	01/10/2026
Next review	Within 12 months of adoption, and after any significant incident or material policy change

Volunteer requirements: All adult volunteers working with children, and any other person required by law or NSWRL requirements, must hold a current Working with Children Check verified by the Club. Volunteers are expected to follow the requirements relevant to their role, including applicable Club, NRL and NSWRL child-safety policies and codes of behaviour. The Club will provide access to the relevant information, training, and support.

Purpose of this plan: This is a practical overview of the main child-safety risks relevant to Club activities and the steps used to reduce them. It should be read with applicable NRL and NSWRL policies and the requirements of any NSWRL event-sanctioning process. It does not require individual volunteers to undertake specialist risk-management work.

1. Commitment and objective

Southlakes Roosters aims to provide physical and online environments where children feel safe, respected, and supported. This plan helps the Club and its volunteers recognise common concerns, follow established NRL and NSWRL requirements and refer matters requiring additional support.

2. Scope

This plan applies to all Club programs and activities, including registration, training, games, presentations, travel, changing rooms, first aid and injury treatment, fundraising, social events, photography, social media, team messaging and any other physical or online interaction involving children. It applies to Committee members, coaches, managers, trainers, volunteers, contractors, parents, spectators, and other adults engaged in Club activities.

3. Governance and responsibilities

Executive Committee: Reviews this plan, considers significant concerns, and seeks NSWRL or external guidance where required.

President: Acts as the primary Club contact for urgent or significant matters and coordinates referrals.

Secretary or delegated record keeper: Maintains the current plan and necessary records.

MPIO: Provides impartial information about member-protection and complaint pathways. The MPIO does not own or investigate complaints.

Team and activity officials: Follow the applicable guidance for their activity and report concerns or matters requiring assistance.

All adults: Follow applicable codes of behaviour, maintain appropriate boundaries, and raise concerns promptly.

These responsibilities may be shared or delegated. No individual volunteer is expected to manage a serious child-safety risk alone.

4. How the Club considers risk

The Club will use reasonable judgement to identify whether a risk is:

- **Routine:** managed through normal NRL, NSWRL and Club requirements.
- **Needs attention:** requires an additional practical step or Executive Committee consideration; or
- **Serious or urgent:** requires the activity to pause, immediate safety action or advice from NSWRL or another authority.

Volunteers are not expected to complete a formal risk calculation during normal Club activities.

5. Core controls

The Club primarily manages child-safety risks by:

- following the NSWRL Safeguarding Children and Young People Policy.
- following the NRL Child Safe Code of Behaviour and National Code of Conduct.
- verifying required WWCCs, registrations and accreditations.
- using accredited coaches, trainers and match officials as required.
- following NSWRL and competition requirements for games, venues, and sanctioned events.
- providing clear ways to raise and refer concerns.
- maintaining reasonable supervision and appropriate adult-child boundaries; and
- seeking NSWRL or external guidance when a matter is beyond the Club's experience or authority.

6. Risk Register

The following register summarises the Club's main child-safety risks and practical controls. The listed Club contacts help coordinate the relevant response but are not individual risk owners. If a volunteer identifies a significant risk that is not addressed in the register or an applicable NRL or NSWRL process, they should raise it with the Executive Committee so that further guidance can be obtained where required.

Risk register

The roles listed below are contact or coordinating roles only. They are not personally responsible for guaranteeing that a risk will not occur. Volunteers are expected to follow the relevant guidance, take reasonable action within the scope of their role, and seek assistance or escalate concerns when required.

Risk	How it may arise	How it is managed	Club contact /supporting role	When considered
Recruitment and screening	An unsuitable adult gains access to children through a volunteer or official role.	Follow NSWRL registration, accreditation, WWCC and child-safety requirements. Confirm required checks and refer any eligibility or screening concerns to NSWRL or the appropriate authority.	Registrar and relevant team officials	Before appointment and when registrations, accreditations or checks require review
Training and supervision	A volunteer does not understand child-safe boundaries or requires further guidance or support.	Refer volunteers to required NSWRL/NRL training, accreditation, and child-safety guidance. Provide reasonable Club support and seek advice from NSWRL where an issue is beyond the Club's role or expertise.	Coaching Coordinator, supported by the Executive Committee	Pre-season and as needed during the season
One-to-one contact	A child is isolated by an adult, creating an increased risk of grooming, abuse, inappropriate conduct, or an allegation.	Keep interactions open and observable. Use two-adult or line-of-sight practices where reasonably possible and ensure parents or carers are aware of necessary one-to-one contact. Avoid secret or unnecessary private contact and raise any concern with a Club contact.	Relevant Coach or Team Manager	At all Club activities
Change rooms and toilets	Inappropriate access, recording, bullying, or unnecessary adult presence creates a risk to children.	Limit access to players and authorised officials. Cameras and recording are not permitted. Adults should enter only where reasonably required for their role and avoid being alone with a child where practicable. Unsafe behaviour should be addressed or reported promptly.	Team Manager or Coach, with support from the Ground Manager on game day	Whenever facilities are used
Digital communication	Private messaging, grooming, bullying, or inappropriate content occurs through team chats, messaging services or social media.	Use approved group channels where available and include parents or carers in communications involving younger players. Keep communication related to Club activities and at reasonable times. Preserve and report concerning content rather than attempting to investigate it personally.	Team Manager	Ongoing

Photography	Images or identifying information are taken, shared or stored inappropriately.	Follow the NSWRL Community Rugby League Photography Consent Form and relevant NSWRL/NRL child-safety guidance. Refer consent or publication concerns to the appropriate Club contact.	Social Media Coordinator, supported by the Secretary or relevant Team Manager	When images are captured, published or shared
First aid	Treatment or assistance is provided without appropriate visibility, or an injury is not referred for further assessment when required.	Follow the NRL On-Field Policy, concussion requirements and other applicable NSWRL/NRL guidance. Take reasonable immediate action within the person's accreditation and role.	Appropriately accredited First Responder or Sports Trainer where required, supported by the Coach, LeagueSafe and relevant team officials within their respective roles.	At training, games and other activities where injury assistance may be required, in accordance with the applicable NRL On-Field Policy and activity requirements.
Complaints	A concern is minimised, mishandled, concealed or dealt with beyond the Club's authority or expertise.	Follow the Club's Follow the Club's Complaints and Child-Safety Concerns Handling Procedure. Record the concern, take reasonable immediate safety steps and refer serious, complex, conflicted, child-safeguarding or specialist matters through the applicable NSWRL or statutory pathway. Club volunteers are not expected to conduct specialist assessments or investigations unless formally authorised and appropriately supported under an applicable process.	President or Secretary, subject to any conflict of interest. The MPIO may provide information and support where appropriate.	When a concern is received and during the annual review
Conflicts of interest	A complaint involving an office-bearer, family member or close associate cannot be handled impartially within the Club.	Disclose the conflict and ensure the conflicted person does not manage or decide the matter. Allocate another suitable Club contact or refer the matter to NSWRL or the appropriate authority. Record how the conflict was managed.	A non-conflicted member of the Executive Committee, with NSWRL support where required	When each matter is received or a conflict becomes apparent
Game-day	Spectators, unknown adults or banned people gain inappropriate access to children or restricted areas.	Follow competition rules, Ground Manager procedures and applicable NRL/NSWRL policies. Volunteers should take reasonable action within their role and seek assistance from venue staff, the Executive Committee, NSWRL or emergency services where required.	Ground Manager, supported by Team Managers and the Executive Committee	At each fixture

Events	A Club event presents risks that are different from those ordinarily encountered during training or games.	Complete the NSWRL Event Sanctioning process where required and follow any conditions of approval. The Club does not need to duplicate risks and controls already considered through that process. Any significant local or event-specific risk not addressed through the NSWRL process should be raised with the Executive Committee so that an additional practical control or further guidance can be considered.	Event and Fundraising Coordinator, supported by the Executive Committee	During event planning and before each event
Critical incidents	A significant injury, threat, act of violence, missing child, allegation of abuse or other emergencies occur during a Club activity.	Prioritise immediate safety and contact emergency services if required. Follow the NSWRL Critical Incident Management Plan and notify the appropriate Club contact. The Club contact will seek guidance from NSWRL and other authorities rather than expecting individual volunteers to manage the incident alone.	Ground Manager or relevant team official initially, supported by the President or Secretary and NSWRL	Immediately when an incident occurs and during any required follow-up

These policies and forms are all listed by NSWRL as Community Rugby League policies and documents.

[NSWRL Community Rugby League Policies and Documents](#)

7. Events and unusual activities

Where an event or activity requires NSWRL approval, the Club will complete the NSWRL Event Sanctioning process and follow any conditions attached to that approval.

The Club does not need to duplicate risks and controls already considered through the NSWRL Event Sanctioning process. The Executive Committee may record an additional practical control where a significant local or event-specific risk has not been addressed through that process.

8. Raising concern

A volunteer who notices an unsafe practice or child-safety concern should raise it with the relevant activity lead or another trusted Club official. Concerns may also be sent to the President at president@southlakesroosters.com.au or the Secretary at secretary@southlakesroosters.com.au.

Serious or specialist matters should be referred to NSWRL or the appropriate authority. The volunteer is not expected to investigate the concern or personally update the risk register.

9. Keeping the plan current

The Executive Committee should review the plan once each year and after a significant incident or material policy change. The review may include:

- checking that required WWCCs, registrations and accreditations are current.
- considering any relevant issues raised during the season.
- checking whether NRL or NSWRL requirements have changed; and
- updating any practical Club controls that are no longer suitable.

10. Review triggers

The plan should also be reviewed where:

- A significant incident identifies a gap.
- NRL, NSWRL or legal requirements materially change.
- The Club introduces a different activity; or
- An existing NSWRL process is introduced or materially changed.