



SAFEGUARDING CHILDREN AND YOUNG PEOPLE CLUB PROCEDURE

SANFL is committed to the safety and wellbeing of all children and young people participating in, officiating or associated in any way with football in South Australia. We support the rights of the child and will act at all times to ensure a child safe environment is maintained. We acknowledge the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

As part of the education and training program to promote and maintain Child Safe Environments in our football communities, SANFL has prepared the below checklist to support clubs safeguarding practices.

1. Requirements of South Australian Law

Lodge a Compliance Statement

Lodge a [child safe environments compliance statement](#) with DECD;

or SANFL will do this on your behalf as part of affiliation agreements, providing there is sufficient evidence a club is meeting its Child Safe Environment responsibilities. This may include providing written evidence of adoption of SANFL Member Protection Policy. To understand compliance statement responsibilities please refer to the link as above.

Child Safe Officer

Appoint a Child Safe Officer

Clubs who do not appoint a Child Safe Officer will have that position defaulted to the Club's President.

Working with Children Checks (WWCC)

As of 1 July 2019, all persons aged 14 or over undertaking child-related work will be required to have a [Working with Children Check](#) (WWCC)

Free to all volunteers across South Australia: [apply here](#)

As a guide, the following people should obtain a check:

- All coaches who interact and deal with Children and Young People;
 - Umpires who officiate games involving Children and Young People;
 - Club captains / players who interact and deal with Children and Young People;
 - Team managers, trainers who interact and deal with Children and Young People;
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- Junior coordinators;
 - Those running or managing a business where the employees or volunteers work with children;
 - Club president, secretary and other committee members for all clubs with Children and Young People participants;
 - Other volunteers directly involved in the delivery of programs and services to Children and Young People; and
 - Any other person required by SA law to hold a WWCC.

Club Responsibilities for Working with Children Checks

Before engaging a person, clubs must ensure the potential employee or volunteer has had a WWCC. They must also provide certain information, such as their contact details, to the DHS Screening Unit.

- Where a club continues to engage a person, they must ensure their WWCC remains current at all times
- Clubs must notify the DHS Screening Unit of certain information about a person, e.g. if the club or league becomes aware of criminal charges relating to an employee or volunteer, or if a person is prohibited from working with children in another state or territory. They can report this information by logging into the DHS Screening Unit online portal. This must also be reported to SANFL Member Protection Officer (MPIO).
- Clubs need to verify their employees or volunteers with a WWCC via the DHS Screening Unit online portal. Multiple organisations can link to a person. If the person's WWCC status changes, clubs that have verified the person will be notified.
- SANFL for the purpose of ensuring compliance with SA Legislation may request evidence of the above

Register your club with DHS

Clubs will need to [register](#) with DHS as an organisation to complete check verification processes.

Registering as an organisation requires an ABN. If your club does not have an ABN you will need to obtain one.

Mandatory Reporting

Identify who is a [mandated notifier](#) and reporting requirements.

WWCC Exemptions

The legislation identifies the following persons are exempt from requiring a WWCC

- A member of SAPOL or AFP;
 - A person who is under the age of 14;
 - A visiting worker from another state if they hold an equivalent clearance from their home state
 - If the volunteer will not work with children on more
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than 7 days in a calendar year (across all organisations they will work with)

- Parents or guardians volunteering in an activity involving their child *

*The Parent/Guardian exemption does not apply if the child related work involves close personal contact with a child that is not your own. Close personal contact includes a child in a state of undress.

The Parent / Guardian exemption does not form part of SANFL WWCC policy for clubs. SANFL policy requires all volunteer parents/ guardians to hold a WWCC.

2. Requirements of SANFL

SANFL Policies

- Complete all the requirements of South Australian Law
 - Adopt SANFL Member Protection Policy and be able to provide evidence of adoption if requested

 - Volunteers are inducted and trained, including understanding and signing a Code of Behaviour
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3. Safeguarding Children and Young People Best Practice

Child Safe Officer

- Attend Child Safe Officer Training - available through Office for Recreation Sport and Racing across SA [check here](#) for upcoming sessions
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Training and Education

- Those identified as requiring a WWCC are encouraged to complete [the Play By The Rules Child Protection](#) online training
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Club Policies and Procedures

For example

- Travel and car pooling
- Training drop off / pick up
- Recruitment and Induction procedures